

# Delaware Township Library

## Computer Usage Policy

Policy Reviewed: 02/09/2022

In response to advances in technology and the changing information needs of the community, the Delaware Township Library strives to develop collections, resources, and services that meet the cultural, informational, educational and recreational needs of our diverse community. It is within this context that the library offers access to the Internet.

Violation of the policies and regulations that govern the use of the Library's Internet resources may result in suspension or loss of the privilege to use these resources. Any illegal activity involving the Library's Internet resources or equipment will be subject to prosecution by the appropriate authorities. The Library reserves the right to take appropriate action to ensure compliance with this policy. This policy may be revised from time to time.

### Usage Guidelines

In an effort to ensure that the use of the Internet is consistent with the mission of the Delaware Township Library the following shall apply:

- Use of the computers is free to the public.
- Public Wi-Fi service is available; however access to the public Wi-Fi network is not guaranteed at any time.
- All print jobs must be completed, paid for, and picked up before the library closes or later with a special dispensation from a librarian.
- Patrons using laptops or mobile devices in the computer lab must have their devices stowed and ready to go by 5 minutes before closing time.
- Computers are available on a first come, first served basis, and may not be reserved, unless you have made an appointment for a class with a staff member. If all computers are in use, ask a staff member to be added to the waiting list.
- Computer sessions will time out after 2 hours of non-use. Library staff may end a computer session at any time if the logged in user leaves the library premises.
- Computer usage is granted **at the sole discretion of library staff**, based on demand for the public computers.
- Attempting to evade or bypass computer rules, may result in the loss of computer use privileges.
- Children under the age of 6 must be accompanied by a parent while using the computers.
- Patrons who wish to hear audio content on Library computers must use headphones. Patrons may purchase headphones in the computer lab for \$1.00.
- Patrons may bring USB flash drives or blank CDs/DVDs to store their files. 2GB USB flash drives are available for \$5.00.

- Patrons may not load programs onto the Library computer hard drives or run unapproved software from CD-ROMs, flash drives, or any other device.
- The library is not responsible for damage to disks, any loss of data, or damage or liability that may occur from a patron's use of the library's computers.
- For liability reasons, library staff cannot answer questions of a financial, legal, or medical nature, and for privacy reasons, we cannot fill out online forms for patrons.
- Internet use will be managed in a manner consistent with the library's policy on acceptable use. The Internet must be used in a responsible manner, respecting the rights of other users. Users may not make any attempt to damage computer equipment or software. Computer and internet settings may not be changed. Users may not use the network to make unauthorized entry into other computational, informational, or communication services or resources. Users may not invade the privacy of others or engage in any activity that is harassing or defamatory.

### **Policy Regarding Access to Internet Resources**

Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. The Delaware Township Library will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation of the library.

The Delaware Township Library assumes no responsibility for any damages, direct or indirect, arising from the use of its computing resources.

Internet workstations cannot be used for any fraudulent purpose, including any activities prohibited under applicable Federal, Kansas, or local laws. Users may not display and/or print materials that may be unlawful.

Material on the Internet is copyrighted. It is the user's responsibility to be aware of the display of any notices concerning the copyright of information on the Web and to respect the copyright laws of the United States.

Internet resources through the Library are provided equally to all users regardless of age. The Library upholds and affirms the right of each individual to access constitutionally protected material. A minor's access to the Internet, as well as access to all other materials, is the sole responsibility of the parent or legal guardian. The Library strongly encourages parents or legal guardians to supervise their children's Internet use and to provide them with guidelines about acceptable use. It is the responsibility of parents and/or guardians to instruct their children not to give private information about themselves or others, when using web sites or e-mail. The Library does not have the right or responsibility to determine the appropriateness of a particular resource for any minor; however, in no event is any person under the age of eighteen permitted to view any obscene and other sexually explicit materials and performances..

The Delaware Township Library is committed to providing an environment free from sexual harassment. Adults may be advised that while accessing and viewing sexual materials is within the law for an adult, the risk of exposure to minors and the consequences of being 'harmful to

minors' are significant. When children are in the proximity or even if another adult is expressly offended, the patron viewing such materials may be asked to close a website. Users may not display on screens and/or printers materials that may be unlawful or prohibited under any applicable federal, Kansas, or local laws. The Library staff will be the sole arbiter of what constitutes unacceptable content. The library staff reserves the right to end an internet session at any time if it is creating a disturbance.

## **CIPA Compliance**

The Children's Internet Protection Act (CIPA) is the federal law that requires all computers in a public library to be filtered if that library accepts any federal funds for Internet access or computers used for Internet access. [Supreme Court decision: *United States v. American Library Ass'n, Inc.* No. 02-361 (June 23, 2003)]. The Delaware Township Library complies with the requirements of CIPA.

All computers in the Delaware Township Library are filtered. Please be aware that filters are not completely reliable, at times blocking sites of legitimate information or educational value, or in a rare occurrence allowing access to sites that are illegal, obscene or sexually explicit.

The Delaware Township Library uses filtering software that blocks or filters Internet access to some Internet sites that may not be consistent with the policy of the Delaware Township Library.

Parents or legal guardians, and not the Library or its staff, remain responsible for monitoring their children's use of the Internet and for the information selected and/or accessed by their children. The Library strongly encourages parents or legal guardians to supervise their children's Internet use and to provide them with guidelines about acceptable use.

The Delaware Township Library computers cannot be used for any fraudulent or unlawful purposes, including any activities prohibited under any applicable federal, Kansas, or local laws, which prohibits certain acts of public indecency.

Any adult (17 years of age or older, as defined by CIPA) may request that the filter or technology protection measure be disabled without significant delay by a Delaware Township Library staff member authorized by the Library director, consistent with the privacy policy of the Delaware Township Library.

An authorized Delaware Township Library staff member may override the filter or technology protection measure for a minor (age 16 years or younger, as defined by CIPA) in the event that the filter wrongly blocks or filters Internet access to a site with legitimate information value.

The Delaware Township Library cannot be responsible for any patron's unauthorized use of a computer with a disabled filter.

Any patron who wishes to file a complaint about the filtering software on the library computers may do so within thirty (30) days to:

1. The Library Director and/or the Library Board President.
2. The Federal Communications Commission