Andover Public Library
Computer and Internet Use Policy

The computer stations of the Andover Public Library are available to library users who are registered users of the Library and whose library use is in good standing with no outstanding fines over $5.00, overdues , or misuse of other library privileges. One time use of the computer and Internet station by a visitor to the library does not require library user registration, but does require a signed agreement to this computer policy and Andover Public Library's Internet policy if Internet access is requested. First time users will be given a copy of the computer policy and must sign an agreement which will be kept on file. A signature of a parent or guardian is required for children under 18 years of age.

The Andover Public Library exists to provide materials which communicate experience and ideas. Its function is to assemble, organize, preserve, and make easily available print and non-print materials which conforms to the educational, informational, cultural, and recreational interests and needs of Andover's diverse community. The Internet, as a global electronic network of information, allows the library to supplement and complement its collection.

The Andover Public Library does not monitor and has no control over the information accessed through the Internet, and cannot be held responsible for its content. The Andover Public Library does NOT have filtering software on any of the computer stations to protect you from information you find offensive. Parents may find that some information on the Internet may be unsuitable for their children. As such, the library affirms the right and responsibility of parents to determine and monitor their children's use of library materials and resources and upholds and affirms the right of each individual to have access to constitutionally protected materials. The signature of a parent or guardian is required for children under 18 years of age. Youth 12 years of age and younger must have a parent or guardian seated with them while using the Internet.

Internet users are encouraged to be good information consumers recognizing that not all sources on the Internet provide current, complete, or accurate information and some sources may be offensive, disturbing, and /or illegal. Because Internet content is continually expanding and changing, and the Internet is an unregulated medium, users are encouraged to evaluate the validity and value of information obtained through the Internet.

Library staff will assist users in accessing the Internet and offer general searching suggestions and answers to basic questions. However, staff cannot provide in-depth computer training.

All users will sign a Computer Use Agreement. Users must have a current Andover Public Library card in good standing. The library card must be presented at the desk when requesting time for usage. Non-registered patrons must show valid ID.
Users must check in with library staff before accessing the computers and close all applications at the end of their session.

Rights
Users are encouraged to use the Internet for research and educational purposes.
Users may use the Internet to access only WEB hosted e-mail accounts such as Yahoo, Hotmail, etc.
Users may print copies to the network printer for a fee of 25 cents per page.
Users may purchase a new floppy disk from library staff for 50 cents or a new CDRW for $1.00.

Responsibilities
Users are expected to obey all federal, state, and local laws and local library policy.

It is not permissible and in some cases illegal to use the Internet to:
- send threatening or harassing materials.
- display, view, and/or print materials legally defined as child pornography and/or obscene. (KSA 21-3516, KSA 21-4031 et seq., 18 U.S.C. 1460 et seq., and 18 U.S.C. 225.).
- transmit computer viruses.
- print and/or copy copyright-protected materials in any format. (Copyright Law of the United States-Title 17 U.S.C.).
- "hack" or gain unauthorized access to local and/or remote computer systems.
- participate in chat rooms.
- download files to a library computer hard-drive or network drive.
- violate software license agreements.

Availability
Users are allowed to use the library's computer in half hour time blocks, providing there are no users waiting to use it. Use of the computer is on a first-come, first-serve basis. At the end of the patron's 30 minute time block the user must ask a staff member to renew the timer. If someone is waiting to use the computer the user will need to exit all programs on the computer and log off. Holds can be placed on the computers if all are being used.

Users are expected to treat library materials and equipment including hardware, software, printers, and all property belonging to the Andover Public Library in a responsible manner. Users may not change any software settings. This includes but is not limited to adding or adjusting bookmarks, history, home pages, and/or icons. Users may not interfere with the operation of any computer by altering, damaging, or destroying data or programs. Immediately report any problem with equipment or materials to a library staff member. Users may not load any software onto the library's computers.

Users may not attempt to bypass computer security.

No food or drink is allowed near library computers.

Patrons should refrain from the use of sounds or visuals which might be disruptive to others.

All users must abide by the Andover Public Library Computer and Internet Use Policy. Library employees are authorized to revoke a user's Internet and or computer privileges for failing to use the computer stations responsible, as defined in this policy. The first violation will result in two weeks suspension. The second violation will result in complete loss of computer and Internet privileges. Using library resources for illegal activities may also be subject to prosecution.

The Library reserves the right to terminate an Internet or computer session at any time.