

Dixon Township Library
Argonia, KS

COMPUTER AND INTERNET ACCESS POLICY

Public access computer policy:

The public access computer is available for school work, correspondence, internet searches, etc. No one under age 18 is allowed to email or access public chat rooms.

Patron must have a library card and a signed consent form on file. Children under age 18 must have parent's or guardian's signature on the consent form. Children will not be allowed internet access without acknowledgment from the parent or guardian on the consent form. Forms and cards are available upon request from the librarian.

Patrons may reserve computer time by signing up with the librarian. Otherwise, it is a first come, first serve basis. Computer time is limited to 20 minutes per use. If no one is waiting for the computer, the user may continue working. However, if someone requests the computer thereafter, the user must leave the computer within 5 minutes.

Print outs are \$.10 per page. This INCLUDES ERRORS made by patrons in the printing process. Users must comply with United States copyright laws.

Patrons will only be allowed to save information onto a disk, not the computer's hard drive. Diskettes are available for purchase from the librarian for \$1.00.

Computer offenses:

This computer policy covers, but is not restricted to, the following types of offenses:

1. Loading viruses onto the computer.
2. Conducting hacker-type or any other criminal activities.
3. Destruction of library computer property.
4. Using the computer to access obscene or pornographic material.

Anyone who does not comply with the stated policy is subject to the following disciplinary measures:

1. WARNING. (PARENTAL CONTACT WILL BE MADE).
2. 4-WEEK SUSPENSION FROM COMPUTER USE.
3. BANNED FROM FURTHER COMPUTER USE.

ANYONE WHO WILLFULLY DESTROYS LIBRARY COMPUTER AND/OR EQUIPMENT WILL BE HELD FINANCIALLY RESPONSIBLE FOR ALL DAMAGES AND REPAIRS! A POLICE REPORT WILL BE FILED.

ILLEGAL ACTS USING INFORMATION FROM LIBRARY RESOURCES ARE SUBJECT TO PROSECUTION BY LOCAL, STATE, OR FEDERAL OFFICIALS

Internet access policy:

The library has no control over the information accessed through the internet and cannot be held responsible for its content. However, the library does reserve the right to question material accessed on its computer for its appropriateness in a public setting. Parents or guardians, NOT the library staff, are responsible for internet information accessed by their children. Please remember that the library staff cannot protect internet users from material that may be offensive or inaccurate.

Staff assistance:

Library staff will be glad to offer assistance to any patron using the public access computer in any way possible. However, please be aware that library staff members are not "computer experts," and cannot provide in-depth training.

May 2004