

Douglass Public Library Internet and E-mail Access Policy

The Internet workstation of the Douglass Public Library is available to library users in good standing, who are 18 years of age, the Kansas age of majority. A Douglass Public Library card is required and patron must have no outstanding fines or over due materials. One time use of the Internet workstation by a visitor to the library does not require a library card, but does require a signed agreement to this ***Internet and e-mail Access Policy***.

A parent or legal guardian has to sign and add to the ***Internet and e-mail Access Policy Agreement*** any minor (under the age of 18) who may use the Internet. This agreement states that the parent "*agrees that the monitoring and supervision of their children's use of the Internet is their responsibility*". Parents or legal guardians can restrict minors from access to Internet resources by completing the ***Internet Access Restriction Form***; this will allow the minor to access online reference databases approved by the Kansas State Library or KAN-ED.

The only Internet use authorized by the Library is legal use and each user is required to agree to and abide by the conditions of this policy. Illegal or criminal use of the Internet or failure to abide by the conditions of this policy will result in the user's loss of privileges. Illegal use of the Internet, especially in regard to viewing child pornography, making threats of violence or other criminal acts, are prosecutable under applicable state and federal laws. The Internet workstation is monitored by the Librarian or staff for assistance and security. (Please initial that you have read this.)

The Library's Internet access is intended primarily as an information resource. Access to e-mail services by library users is at their own discretion and the Library does not provide e-mail services.

Use of the Internet is on a first-come, first serve basis. Each user may use the Internet or e-mail for one hour of time each day. A maximum of two people at a time may view the Internet workstation during its use. A minimal level of computer competence is required for users of the Internet workstation. The Librarian or staff can offer suggestions and answer questions, but cannot provide individual training. The librarian or staff always maintains the discretion and right to interrupt or end Internet use by a library user.

The Library is not responsible for damage to any user's disk or computer or any loss of data, damage or liability that may occur from use of the Library's computer. For those users who want to save their files, formatted disks are available from the Librarian or staff for \$1.00 each. There is \$.10 per page charge for printing. Users may not run their personal software or programs downloaded from the Internet using the Library's computer. Any files left on the Library computer hard drive will be deleted. Users are personally responsible for any commercial transactions they make via the Internet.

Prior to Internet or Email use, your signature, and if you are a parent or guardian, the name(s) of your child(ren), are required on the back of this policy.

Douglass Public Library
Internet and Email Access Policy Agreement

By signing this form, I understand the only Internet use authorized by the Library is legal use and each user is required to agree to and abide by the conditions of this policy.

Date: _____

Print Name: _____

Signature: _____

As a parent or legal guardian signing this form for a minor or minors (under the age of eighteen), I agree that the monitoring and supervision of my child's use of the Internet is my responsibility.

Print Name(s) of child(ren):

Date of Birth:
