

Edna Buschow Memorial Library Public Computer Use Policy

Welcome to the Edna Buschow Memorial Library's Public Computer Network. To maximize availability of this resource, and to insure fair accessibility for all, please follow these guidelines, which include our computer use policies and procedures.

In response to advances in technology and the changing needs of the community, the Valley Center Public Library endeavors to develop collections, resources, and services that meet the needs of the Valley Center community.

You MUST check out the Internet at the circulation desk before logging on.

You must NOT have any past due materials or late fees in order to log on.

Patrons who use our computer network must have an active library card before logging in. Patrons who do not have an active library card must be approved for one through the regular application process at the circulation desk. To protect the library from liability for illegal use of the Internet, we require that each patron provide us with his/her name and library bar code before logging in. Staff will assist with login and logout procedures, as well as printing, if necessary.

The Library complies with state and federal laws. We have a particular awareness of Kansas laws relating to obscenity (K.S.A. 21-4301; 21-4301a, and 21-4301c) and federal laws on copyright (U.S. Code, Title 17). Technology protection is not reliable. Not all sources on the Internet provide accurate, complete, or current information. You need to be a good information consumer, verifying the validity of the information you find.

The Library does not permit the intentional access to Internet sites containing sexually explicit materials nor can the Library be held responsible for prohibited information that might be displayed. The Library does not censor access to materials or protect you from information you find offensive. The Library cannot be held responsible for Internet content. The Internet is a global entity with a highly diverse user population; library patrons use it at their own risk. The Library will interrupt or terminate a patron's computer session if material displayed on the screen is not appropriate in a public environment. Since all workstations are in view of other patrons and staff, users are not permitted to display images containing gratuitous violence or obscenity as defined by Kansas law.

All computer resources accessible through the library, including Internet resources, are provided equally to all library users. Parents or guardians, not the library or its staff, are responsible for the information selected and accessed by their children. Parents and only parents may restrict their children and only their children from access to resources accessible through the library. Parents are advised to monitor and supervise their children's access to the Internet.

The Library has no control over computer programs available through the Internet. Any loss of data, damage, or liability that may occur from customer use of programs obtained through library access is not the responsibility of the Library. We encourage you to run a virus checker on your computer often, especially if you access files downloaded from the Internet. Files stored on the library computer hard drives will be regularly erased.

Stay within the computer program environment. Manipulation of operation systems, menus, icons, windows, or any other misuse of library computers is grounds for revocation of all library privileges. Damage caused to the library computer network by misuse is grounds for legal action.

Inappropriate use of Internet access will result in cancellation of the individual's use of this service. Examples of inappropriate use include, but are not limited to, the following:

- Displaying or disseminating images containing gratuitous violence of obscenity as defined by Kansas law;
- Disclosure, use, or dissemination of personal information that could threaten the safety or security of a minor, any other person, or the Library;
- Attempting unauthorized access to restricted or confidential systems;
- Tampering with computer hardware or software;
- Violation of software license agreements and copyright laws;
- Violation of another user's privacy;
- Any illegal activity, unethical misrepresentation or any form of harassment;
- Use of library workstations for other than their intended purpose.

Staff will check patron usage of the Internet on a random basis. If it is found that a patron has visited sites containing sexually explicit pictures, library privileges may be revoked for a period up to six (6) months at the discretion of the Director. In the case of the patron being under 18 years of age, the Director will notify the parents or legal guardian to discuss future Internet usage. Illegal acts involving library computer resources may also subject a user to prosecution by local, state, or federal authorities. We reserve the right to contact the appropriate legal authorities for Internet abuse.

Public computer access is available during regular hours. Use of the public computer network and the Internet access computers is on a first-come, first-served basis. Users have a **minimum** usage time of 20 minutes with a 5-minute notice if others are waiting for the Internet. **Maximum** usage per day is one(1) hour. Users agree, as a condition of use, that if anyone else is waiting they will make the computer available within 5 minutes of being informed by library staff that another person is waiting. All patrons must log off computers ten (10) minutes prior to closing time. Staff will advise the appropriate time.

Library Internet access allows individual patrons to send or receive e-mail using their personal e-mail accounts such as Hotmail, Yahoo, etc.

Patrons who wish to save files from the computer must purchase a new disk at the circulation desk. Abide by copyright restrictions, and only save files on new disks. Cost is \$1.00 per disk. Patrons are not allowed to use personal disks due to the risk of virus infection. Once a patron removes a disk from the library premises, a new disk must be purchased for the next use.

No program (executable file) downloaded from the Internet or brought from outside the library may be run on a library computer under any circumstance. Library computer stations are for designated use only. For better service and the security of all users, patrons are not permitted to run programs of their own or programs downloaded from the Internet.

Other Internet uses that are **NOT** available in order to ensure security and support of our patrons include:

- Internet Relay Chat
- Instant messaging
- Usenet newsgroup posting
- Devices that require software insertion
- Special purpose browser plug-ins
- File storage on fixed disks
- Weblogging (i.e. Xanga)

Files stored on Library computer hard drives will be regularly erased.

While there is no charge for Internet access, there will be a charge for printing. Printouts from the HP Laser printer are \$.10 each, including errors made by patrons. By request, patrons may request staff to print documents or pictures in color at the staff workstation. Color prints are \$.25 each. Printouts on any printer must be paid for at the circulation desk before leaving the premises. Unpaid printing fees will be treated as unpaid library fines, and will result in a suspension of all library privileges until paid.

The Library's staff will develop rules and procedures as necessary to insure equitable and reasonable use of public access workstations. The Library reserves the right to terminate a customer's computer session at any time.

The Library maintains links to excellent online information sources that serve all areas of education and research, for children and adults. We urge users to ask library staff about these very effective, authoritative and excellent online resources.

Library staff cannot provide in-depth training concerning the Internet, computer jargon, or personal computer use. We may, however, be able to offer suggestions and answer questions.