

HAYSVILLE COMMUNITY LIBRARY
INTRODUCTION TO PUBLIC LIBRARY INTERNET ACCESS GUIDELINE

Internet Use Policy

In response to advances in technology and the changing needs of the community, the Haysville Community Library endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of its diverse multicultural community. It is within this context that the Haysville Community Library offers access to the Internet.

The Haysville Community Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet is a global entity with a highly diverse user population and library patrons use it at their own risk.

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

1. To be more specific:
 - a) The Haysville Community Library does not censor your access to materials or protect you from information you find offensive. There is sexually explicit material and other information resources which you may personally find controversial or inappropriate.
 - b) Not all sources on the Internet provide accurate, complete, or current information. You need to be a good information consumer, questioning the validity of the information you find.

2. Staff Assistance:
 - a) For many Library staff, traveling the Internet is a new experience. Others have more experience. In all cases we will be glad to assist you in accessing the Internet and, as our experience grows, attempt to assist you in getting to the right place on the "superhighway."
 - b) Library staff cannot provide in-depth training concerning Internet computer jargon or personal computer use. We may, however, be able to offer searching suggestions and answer questions. Because of library scheduling, Internet-trained staff may not always be available.
 - c) Have fun exploring the Internet but please remember that many times you will find the specific information you need right here...in our books, periodicals, CD ROMs, databases, etc.

3. Guidelines for Accessing the Internet at the Haysville Community Library:

- a) Users must sign-in at the circulation desk before using the Internet access computers. The parent or legal guardian of children under 18 years of age must sign an Internet use agreement form to give their child access to the Internet.
- b) You will need a current Haysville Community Library card or driver's license, in the case of visitors. We will hold your card while you use the Internet access computer. First time users will receive Internet access information.
- c) The Internet access computers are available during library hours except for 15 minutes before closing time or in the event of computer training or GED testing.
- d) Use of Internet access computers is on a first come, first-served basis. Those using an Internet access computer will not have a time assigned but agree, as a condition of use, that if anyone else is waiting, they will make the computer available within 20 minutes of being informed by library staff that another person is waiting.
- e) Users are asked to allow sufficient time to complete their printing during their Internet session and to not infringe on the time of the next user.
- f) The workstations are limited to one user at a time except in the case of parents or guardians supervising the use of children.
- g) Users may not download files from the Internet onto the computer hard drive.
- h) Bookmarks are for the library staff use only. Please do not bookmark your favorite sites.

Warning: Although we use a virus-checker on the Internet access computer, this will not completely protect you from the chance of getting a virus. Software downloaded from the Internet may contain a virus and you need to have virus-checking software on your computer. The Haysville Community Library is not responsible for damage to a patron's disk or computer, or for any loss of data, damage, or liability that may occur from patron use of the library's computer.

- i) There will be a charge for printing to be paid at the circulating desk.
- j) You may not be able to always go to the places on the Internet you want to visit. There are many reasons among them:
 - There are too many Internet visitors and the host computer has closed or limited access from the "outside world."
 - The database or resource licensed to a particular institution, in which case you would need to be affiliated with the institution in order to get access.
 - The host computer has changed its address or has closed down.
 - The Library's Internet connection maybe periodically and temporarily inoperable due to technical difficulties.
- k) Misuse of the computer or Internet access will result in loss of your computer privileges.

- l) The library reserves the right to end an Internet session at any time if it is creating a disturbance.
- m) Users must show resources are being used in accordance with ethical standards of the library, which prohibit:
 - Violation of computer security
 - Unauthorized use of computer accounts or access codes
 - Use of the computer which impedes activities of others
 - Violation of software license agreements
 - Violation of network usage policies and regulations
 - Violation of user privacy

Misuse of the computer will result in loss of computer privileges.

- n) Users must use computer resources for legal purposes only. Unacceptable purposes include but are not limited to the following:
 - Destruction or damage to equipment, software, or data belonging to the library
 - Harassing, slandering, or libeling other users
 - Unauthorized copying of materials under copyright protection
 - Authorization of any monetary changes to the library for services or materials accessed through computers

Illegal acts involving library resources may be subject to prosecution by local, state, or federal officials.

- o) Users will be held financially responsible for any damage or alteration to equipment or software. Misuse of any equipment, or failure to follow any of these guidelines, including failure to abide by time limits, will result in loss of Internet privileges.

CD ROM Software

Some CD ROM titles have been reserved for Reference use due to software restrictions, price, or patron access needs.

Reference CD ROM software will be stored at the circulation desk for use upon request.

Circulating CD ROM titles are treated as any library material. The patron is responsible for proper care of the item including the timely return and condition of the material. The patron will be responsible for the replacement cost of damaged items.

Personal Computer Use

PC stations are available for use under the same guidelines as the Internet computers.

There are no requirements for signed use agreements for PC use.

General Computer Use (Internet and PC stations)

You may not use your own software programs on the computers. This will help prevent viruses that are common on public computers.

You will need to ask staff if you wish to save files. Diskettes are available from the staff for a minimal charge. You may not use your own diskettes. This is to minimize the potential for the introduction of a computer virus into the computer, which could then be spread to subsequent users of the computer.

Users may not change the software settings, windows setups, or move or delete icons, etc. In the case of any problem with equipment or materials, immediately report it to a library staff member.

Haysville Community Library reserves the right to set rules as needed to promote equitable computer use and to revise this policy in response to changes in, or concerns about, HCL's computing environment.