

Haysville Community Library Internet Use Policy

***Condensed Version* - For the complete policy on electronic equipment and resources, refer to the Haysville Community Library Policy Manual.**

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.

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.

Guidelines for accessing the Internet at the Haysville Community Library:

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.

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.

The Internet access computers are available during library hours except for 30 minutes before closing time or in the event of computer training or GED testing.

You will be assigned a PC station and must use only that station until your session is complete. If there is a technical problem with a station, please inform library staff immediately.

Use of the 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.

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.

The workstations are limited to one user at a time except in the case of parents or guardians supervising the use of children.

Users may not download files from the Internet onto the computer hard drive.

Bookmarks are for the library staff only. Please do not bookmark your favorite sites.

Library staff reserve the right to check the path of PC station web sites as deemed necessary for investigating inappropriate use of the Internet.

There will be a charge for printing to be paid at the circulation desk.

Patrons may not bring their own diskettes to use the library PC's, the library will sell them at the circulation desk for a minimal charge.

Misuse of the computer or Internet access will result in loss of your computer privileges.

The library reserves the right to end an Internet session at any time if it is creating a disturbance.

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*

Users must use computer resources for legal purposes only.

Users will be held financially responsible for any damage or alteration to equipment or software.

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.

The 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.