Internet Use Policy

Hesston Public Library, Hesston, Kansas

Vision Statement*:* The vision of the Hesston Public Library is to incorporate appropriate technology resources in fulfilling the mission of the library; that is, to provide collections, services, and programs to respond to the evolving informational, educational, cultural, and recreational needs of our patrons.

Mission*:* The Hesston Public Library provides free access to the Internet for library patrons. Recognizing this service as part of its mission and role, the library offers Internet access as a reference tool.

Disclaimers*:* Staff: Library staff will assist patrons in accessing the Internet. Library staff also may offer searching suggestions and may answer basic questions. However, library staff cannot provide in-depth training concerning Internet computer jargon or personal computer use.

Accessibility: The Internet is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing, and/or illegal. The Hesston Public Library does not monitor and has no control over the information accessed through the Internet, and cannot be held responsible for its content. Viewing explicit pornography on public computers is offensive to other patrons and staff. Anyone who engages in this behavior will be asked to leave . 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.

Availability

- ▪ 1. The Internet workstation is available during library hours to all patrons on a first come first serve basis.
- ▪ 2. Users are limited to one hour of use per person per day. E-mail access is limited to 1/2 hour per session.
- ▪ 3. To protect the library from liability for illegal use of the Internet, each user must sign an Internet use agreement, then register at the circulation desk at each subsequent session. Users of the Internet workstation **must have a valid Hesston Public Library card/or must be residents** of the City of Hesston. **Walk-ins or visitors may access the Internet for 1/2 hour, but must sign the Internet use agreement and register.**

- 4. Children under the age of 18 must read "My Rules for Online Safety" before using the Internet workstation.
- 5. Patrons under the age of 14 must have a parent or guardian seated with them while using the Internet workstation.

Regulations

- 1. You may send e-mail from the library's email address in emergency situations, but library staff must assist you. Replies to the library e-mail address are discouraged.
- 2. In order to prevent computer viruses that are common on public computers you **may not** use your own software programs or diskettes on the Internet workstation. Patrons may purchase clean diskettes, available at a nominal charge from the Library Director.
- 3. You may use the networked printer for a fee of 10 cents per page. Please observe copyright restrictions when copying data or files from the Internet.
- 4. You **may not** download files from the Internet onto the computer hard disk.
- 5. Bookmarks are for library staff use only. Please **do not** bookmark your favorite sites.
- 6. The library Internet workstation is intended for reference and research use only. **Instant Messaging and "Chat" are not allowed.**
- 7. You must take good care of all hardware, software, documentation and all other equipment that are the property of the Hesston Public Library. You **may not** change the software settings, Windows setups, or move or delete icons, etc. When there is any problem with any equipment or materials, immediately report to a library staff member.

Misuse of the Internet workstation or any other library computer will result in loss of your computer privileges.