

ARKANSAS CITY PUBLIC LIBRARY

COMPUTING SERVICES

5.1 PUBLIC COMPUTING

The Arkansas City Public Library provides computers and Internet access in support of the Library's mission to provide resources and services to meet the changing recreational, informational, and educational needs of the public, and to enhance individual and community life.

The Arkansas City Public Library (ACPL) is committed to providing free and open access to informational, educational, recreational and cultural resources for library users of all ages and backgrounds. Throughout its history, the ACPL has made information available in a variety of formats, from print materials to audiovisual materials. The library's computer system provides the opportunity to integrate electronic resources from information networks around the world with the library's other resources.

The Internet, as an information resource, enables the library to provide information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. In including the Internet as an information resource, the library's goal is to enhance its existing collection in size and depth and provide opportunity to anyone who wishes to participate in navigating the Internet.

Free wireless Internet access is available for customers who bring their own laptops with wireless cards, although access may be limited due to system constraints or to provide equal access to others.

Staff should not attempt to limit Internet access to information. Rated materials are equally available to adults and children; however, it is a parental responsibility to monitor and evaluate a child's selection of materials regardless of the format.

Approved by ACPL Board on October 10, 2011.

5.2 HARDWARE AND SOFTWARE FOR THE PUBLIC

The ACPL provides limited access to software and hardware. Not every upgrade or version of a software program will be installed. Hardware will be the most up-to-date possible given the constraints of the library budget. The general hardware purchasing philosophy is to purchase public computer hardware on a rotating basis every four to five years, as the library budget allows.

Approved by ACPL Board on October 10, 2011.

5.3 RECOMMENDED WEBSITES STATEMENT

The Arkansas City Public Library provides links on its website and through social media to external websites and other online materials, as a service to our patrons. These websites and links are intended to provide general information, connections to other online community resources, or entertainment. Content for commercial promotion is not considered acceptable and will not be posted.

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Community members are welcome to submit websites for inclusion, but the Library reserves the right to determine which resources to provide. The Library maintains relatively short lists of resources to ensure ease of use.

Information available on the Internet is not regulated for quality or accuracy; therefore, it is particularly important for the individual Internet user to evaluate the resource or information. It is the responsibility of each patron to use the Internet in a responsible manner. The Library provides assistance on how to evaluate information on available on the Internet.

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5.4 ELECTRONIC RESOURCES

A consortium led by the State Library of Kansas provides access statewide to a variety of commercial online databases, ebooks, and other online materials. These resources are developed by reputable vendors who provide access to information that has been selected and vetted by editors or reviewers. These resources are made available to members of the public and in some cases access may be restricted based on license agreements with the publishers of these resources.

The Arkansas City Public Library participates to the fullest extent possible in providing quality electronic resources to its patrons. These resources are generally quite expensive, so in most cases the Library will participate in consortia to provide access to electronic resources.

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5.5 INTERNET USE POLICY

As the Internet is a global electronic network, The ACPL cannot control either the availability or accuracy of information that changes rapidly and unpredictably. Internet users are responsible for critically evaluating the validity of the information they retrieve. The library also cannot be responsible for the quality or type of service provided by Internet service providers such as, but not limited to, e-mail service providers and social networking providers. Users of the library's Internet access must work with such service providers directly.

The ACPL receives federal funding in support of public Internet access. Federal law requires libraries receiving such funding to install filters (software that blocks access to Internet material containing visual depictions that are obscene as described by public law PL 18 U.S.C. 1460 et seq, contain child pornography, or are harmful to minors as described by public law PL 106-544 CIPA Child Internet Protection Act) on its Internet computers. Because the filtering software is designed to block access to sexually explicit material, it may also block access to material that is constitutionally protected, for example, information about breast cancer or AIDS. Federal law allows the library to disable the filter for adult patrons age 17 and over upon request. The library reserves the right to ask for identification establishing that this federal age requirement for removal of the filter has been met. The library will consider formal requests to block or unblock specific websites with procedures

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similar to those for reconsideration of print materials. Adults may not share unfiltered computers with minors (under 17 years old).

Parents or guardians, *not* the library or its staff, are responsible for the Internet information selected and/or accessed by their children. It is recommended that parents monitor their child's Internet use in the library, whether using the library's computers or their own laptops.

Besides the use of filtering software, ACPL does not monitor an individual's use of any Internet sites except when material displayed on the screen is not appropriate in a public environment. Internet workstations are in view of other patrons and staff. Users are not permitted to display any visual images containing obscenity or graphic violence as identified in K.S.A. 21-3516 and 21-4301 et seq.

Illegal acts involving library computer resources may also subject the user to prosecution by local, state, or federal authorities. It is unlawful for any Library patron to utilize a computer in a manner which is in violation of K.S.A. 21-3755 et seq. Users must comply with the United States Copyright law and all other applicable laws. Copies of relevant Kansas Statutes are available upon request.

Examples of unlawful acts or inappropriate use of the Internet include, but are not limited to, the following:

- Displaying any visual images or text containing obscenity, graphic violence, or threatening, harassing, or abusive content.
- Tampering with computer hardware or software.
- Using the Internet for illegal or unethical use.
- Using the Library's Internet connections to conduct ongoing business or commercial enterprises.
- Not respecting the privacy of others.
- Excessive or inappropriate noise in the area of the Internet workstations.

If Internet searching results in disruption of library service or if patron behavior when using Internet resources becomes inappropriate for a library setting, the library reserves the right to end the session. Subsequent violations may result in confiscation of the patron's Library card, letters to parents/guardians, incident reports to law enforcement officers, or complete removal of all Library privileges.

The Library is not responsible for any damages resulting from use of the library's computers or the library's connection to the Internet, nor can it guarantee the privacy of any Internet sessions. If, during routine maintenance, it is perceived that a customer's usage has presented a threat to the security of the library's computer system, appropriate action will be taken.

Internet use is limited to one hour per person per day. Extension of this time limit will be made if requested and only if there are open workstations or wireless sessions available.

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Only one person is allowed at a single workstation at one time. Noise levels must be kept to a minimum.

Library patrons may not connect their own equipment to library computers with the exception of headphones or USB storage devices.

No food or drink is allowed at the computer workstations.

Reservations cannot be made in advance; usage is on a "first come, first served" basis ONLY.

Patrons owing library fines or fees over the Library fine limit, or having overdue materials, cannot use the Internet stations until these obligations have been resolved.

Users of Internet computers must log on using their own library card number or guest pass. Use of another person's card or pass is prohibited and may result in forfeiture of Internet privileges.

The Library is not liable for damages to personal data, removable storage devices, or equipment resulting from information copied from the Library's computers or the Internet.

Library staff may assist with Internet use as time permits, but cannot offer extended personal instruction on computer use except in computer classes or scheduled help sessions.

Since the Internet is an electronic medium with multilayered telecommunications links among sites, it is subject to disruption in service delivery beyond the library's control. The library makes every effort, however, to provide a stable and effective Internet service for its customers.

Approved by ACPL Board on May 12, 1999. Revised May 6, 1993; May 9, 2007; May 10, 2010. Reviewed September 14, 2015.

5.6 PATRON COMPUTING USE AGREEMENT

Each time a patron logs on to a library computer, the following computing use agreement must be accepted.

- I have up to one hour per day of time on the computer. Extensions of time may be granted if requested and only if no one else is waiting.
- Only one person is allowed at a single workstation at a time.
- I will log on only with my own Patron ID or Guest Pass. I understand that use of another person's card or pass is prohibited and may result in the loss of my Internet privileges.
- Printouts cost:

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- \$0.10 per side for Black & White
- \$0.25 per side for Color

- I will not connect any equipment of my own to Library computers with the exception of headphones and USB storage devices.
- I will not visit any site that may be considered offensive to others.
- I will log off if any library staff member asks me to do so.
- I will not use the Internet for illegal or unethical purposes.
- I will not use the Library's Internet connections to conduct ongoing business or commercial enterprises.
- I will respect the privacy of others.
- I will keep noise to minimum.
- I understand that if I have outstanding fines, fees, or overdue items, my access to the Internet may be blocked until those obligations have been met.
- Failure to follow Library policies may result in temporary or permanent removal of all Library privileges.

Approved by ACPL Board on October 10, 2011.

6.6 GUEST PASS POLICY

Patrons who do not live in the 67005 zip code may request a Guest Pass to use the public computers. Each patron who requests a guest pass must provide a driver's license to library staff. If the patron's driver's license indicates that the patron has a 67005 zip code, library staff should refuse to provide a Guest Pass to that patron. Library staff should instead encourage the local patron to obtain and use a library card.

Approved by ACPL Board on September 14, 2009.