

PE RESEARCH AND REFERENCE SERVICES

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PE Research and Reference Services

Organizations or individuals requesting that library staff do research shall receive such service to a reasonable extent. If library staff determines, after preliminary searching, that staff time over one hour would be involved, charges to the requesting organization or individual shall be based on staff time, materials, and any applicable computer access charges. Estimated charges will be quoted before services are performed.

PEA Internet, Network, Technology and Electronic Mail

1) Purpose

The purpose of library technology and Internet access is to support library services, research and education. To remain eligible as technology users, library patrons and staff must restrict their activities to endeavors that are consistent with the services of the Kansas City, Kansas Public Library.

Internet access is a privilege, not a right. Access entails responsibility.

The Kansas City, Kansas Public Library will comply with all current state and federal laws.

2) The Internet

The Kansas City, Kansas Public Library (herein sometimes referred to as "KCKPL") is pleased to offer its employees, patrons, volunteers, and authorized visitors ("Users") access to the Internet, an electronic highway connecting millions of users all over the world. This computer technology allows patrons to access and use resources from distant computers and significantly expand their available information base. The Internet is a tool for life-long learning. It is a necessary tool for the Kansas City, Kansas Public Library in providing services to all library patrons.

3) Library Service Objectives

In making decisions regarding access to the Internet, the Kansas City, Kansas Public Library considers its own mission, goals, and objectives. Access to the Internet enables patrons and employees to explore thousands of libraries, databases, bulletin boards, and other resources

around the world.

The Library expects that employees will provide Internet guidance and instruction to patrons in its use. As part of its Internet service, the Library will provide directed access to Internet resources which have been reviewed by library staff, and will provide instruction in the evaluation and use of Internet resources that patrons access individually.

The Internet is a global electronic network, and there is no governmental control of its users or content. The Internet may contain material of a controversial nature, and KCKPL does not censor access to material nor protect users from offensive information. Not all sources on the Internet provide accurate, complete or current information and library staff cannot control the availability of information links that often change rapidly and unpredictably. Users need to be good information consumers, questioning the validity of the information they find. Parents of minor children must assume responsibility for their children's use of computer resources and of the Internet through the Library's connection. The Library will not provide service or support for personal computers.

A. Internet Safety

Safety and security in accessing the Internet require users to be cautious, thoughtful, protective of personal information, and respectful of library policy and state and federal laws. Users must be careful not to expose themselves to dangerous situations.

Library equipment may not be used to make unauthorized disclosure of, use of, or dissemination of a minor's personal information by means of the Internet, e-mail or any other electronic technology without the permission of the minor's parent. A minor must have the authorization of their parent or guardian to disclose their own personal information.

4) Privacy is not Guaranteed

The Director of Libraries and appointed designees may review files and monitor all computer and Internet activity to maintain system integrity and ensure that users are acting responsibly. Privacy is not guaranteed.

5) Use is a Privilege

Use of the Internet is a privilege, not a right. Users violating policies pertaining to standards of conduct or Internet use shall be

subject to revocation of privileges and/or potential appropriate legal action.

6) Liability

The Kansas City, Kansas Public Library makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. Use of any information obtained via the Internet is at the user's own risk. The library will not be responsible for any damages users suffer, including -- but not limited to -- loss of data resulting from delays or interruptions in service. The library will not be responsible for the accuracy, nature, or quality of information gathered through library provided Internet access. The library will not be responsible for personal property used to access library computers or network for library-provided Internet access. The library will

not be responsible for unauthorized financial obligations resulting from library-provided access to the Internet.

7) Modifications

The Director of Libraries is authorized to amend or revise the KCKPL Internet and Computer Technology Acceptable Use procedures as deemed necessary and appropriate consistent with this policy.

8) Notice

These guidelines and all its provisions are subordinate to local, state and federal statutes. All users of the library Internet access must also comply with agreements specified in the contract with the Internet Service Provider. A copy of these agreements is available on request from the office of the Director of Libraries, 625 Minnesota Avenue, Kansas City, KS 66101.

PEB Network Procedures

The Kansas City, Kansas Public Library, in order to implement to the Internet Acceptable Use policy, will enforce the following procedures. Although some specific examples of prohibited use are stated, these procedures do not attempt to state all required or proscribed behavior. Failure to comply with these policies and procedures shall be deemed grounds for revocation of privileges, disciplinary and/or appropriate legal action.

1) Acceptable Use (in general)

The informational and educational value of Internet access is the joint responsibility of patrons and employees of Kansas City, Kansas Public Library.

- a. By using the library computers Users agree to abide by Internet use policies and procedures.
- b. The intent of the use policy is to make clear certain cases which are consistent with the educational and informational services of the library, not to exhaustively enumerate all such possible uses.
- c. The Director of Libraries and his/her designees may at any time make determinations that particular uses are or are not consistent with the purpose of the library.

2) Unacceptable Use

- a. Users shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
- b. Accessing another person's materials, information, or files without the implied or direct permission of that person is prohibited.
- c. Users shall not use or try to discover another user's password.
- d. Users shall not use a computer for unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.
- e. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a virus, worm, Trojan Horse, or similar name.
- f. Users shall not deliberately use the computer to annoy or harass others with language, images, or threats.
- g. Users shall not deliberately access or create any obscene materials or pornography, or materials harmful to minors.
- h. Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.
- i. Users shall not tamper with computers, networks, printers or other associated equipment.
- j. Users shall not gain unauthorized access to resources or entities.
- k. Except as otherwise provided in this policy, Users shall not invade the privacy of individuals.
- l. Users shall not post anonymous messages.
- m. Users shall not forge electronic mail messages or web pages.
- n. Users shall not use the network while access privileges are suspended or revoked.

3) Specific Procedures

Specific procedures regarding Internet and computer use will be set in place by the Director of Libraries and his/her designated representatives.

PEC Staff Responsibility for Internet Use

Staff members should become familiar with Internet procedures and should enforce the rules concerning acceptable and unacceptable use when their duties include supervision of Internet use. When in the course of their duties staff members become aware of violations of the Internet Acceptable Use policies and procedures, they should correct the user and address the matter in accordance with this procedure and other policies governing patron conduct.

PED Questions

Any questions or issues regarding the Internet Acceptance Use policies and procedures should be directed to Kansas City Kansas Public Library Administration. Violation of any conditions of use described herein may be cause for loss of computer/Internet use privileges. When or where applicable, law enforcement agencies may be involved.

PEE Internet Policy

Customers accessing the internet from a library computer must abide by the KCKPL policies for Internet use.

1) Privacy

Users do not have a personal privacy right in any matter created, received, stored in or sent from the KCKPL computer system. KCKPL may at times and without prior notice, monitor and review E-Mail messages and web site retrieval by Users to insure proper use. Users must follow policies governing Internet use and Internet safety.

- A. Users may not use E-Mail or Chat for any illegal activity, including but not limited to violation of copyright laws.
- B. Users of the E-Mail system shall not use E-Mail or Chat in any way that would be considered:
 - 1. damaging to another's reputation;
 - 2. abusive;
 - 3. obscene;
 - 4. sexually orientated;
 - 5. offensive;
 - 6. threatening;
 - 7. harassing;
 - 8. illegal; or
 - 9. contrary to library policy.
- C. Users shall not attempt to read, delete, copy or modify the E-Mail of any other User.
- D. Users shall not deliberately interfere with the ability of other Users to send/receive E-Mail.
- E. Users shall not attempt to access or distribute materials that

are obscene, pornographic or harmful to minors via e-mail.

- F. Library staff shall report illegal or unauthorized use of the E-Mail or on-line systems to the Director or his/her designee or the authorized Automation Services Supervisor.

PEF Disciplinary Action Policy

Use of the E-Mail system contrary to this policy or in an illegal manner shall be subject to revocation of privileges and potential and/or appropriate legal action.