

## Technology

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### Public

#### P1.312 Computer Use Requirements

Last Updated 05/11/2022

##### **LIBRARY COMPUTER AND INTERNET USE RULES**

Use of the Kansas City, Kansas Public Library's computer resources indicates that patrons agree to abide by the Library's Computer and Internet Use Rules. KCKPL computers and network are filtered to comply with the Children's Internet Protection Act. Parents are responsible for overseeing use of the Internet by their children. If patrons are not sure what the rules require, please ask library staff prior to using a library computer. Public access computers will be defaulted to the Library Computer and Internet Use Rules. Patron acknowledgment of the rules is required before accessing the Internet.

To maximize Internet availability and ensure fair accessibility to library computing resources, library patrons must follow the following rules and procedures:

##### **ACCESS FOR LEGAL AND ACCEPTABLE PURPOSES ONLY**

Computing resources may only be used for legal purposes and must be consistent with the Rules of Conduct of the Kansas City, Kansas Public Library (KCKPL). Examples of unacceptable purposes include, but are not limited to, the following:

- A. Violation of any applicable international, federal, state or local laws, ordinances, rules or regulations;
- B. Harassment of other users;
- C. Libeling or slandering other users;
- D. Accessing or creating obscene materials or pornography;
- E. Displaying or accessing pornography, or displaying, accessing, or creating images or materials that disturb the peace of the library or any customer;
- F. Destruction of or damage to equipment, software, or data belonging to KCKPL or other users;
- G. Disruption or unauthorized monitoring of electronic communications;
- H. Unauthorized copying of copyright-protected material. The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies and other reproductions of copyrighted material. The person using this equipment is liable for any infringement;

Computing resources should be used according to the policies of the Kansas City, Kansas Public Library. Examples of unacceptable use (some of which may also have legal consequences) include, but are not limited to, the following:

- A. Violation of computer system security;
- B. Installing or attempting to install software or files on KCKPL computers;
- C. Unauthorized use or attempted use of computer accounts, patron IDs, access codes, or network identification numbers assigned to others;

- D. Use of computer communications facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating interactive electronic communications ore-mail exchanges, overuse of interactive network utilities, and so forth);
- E. Violation of software license agreements;
- F. Violation of network usage policies and regulations;
- G. Violation of another user's privacy;

### **ACCESS REQUIREMENTS**

Use of library computers requires a valid ID or KCKPL card. Guest passes may be given to children 11 or under who do not have a card or have forgotten their card. Groups who come to use the library without a custodial adult may also be given guest passes.

### **TIME LIMITS AND RESERVATIONS REQUIREMENTS**

Computers are assigned to individual patrons through an automated sign-in process. Library computer users should report any technical difficulties to library staff.

All patrons are guaranteed 60 minutes without interruption the first time they sign in for computer use each day. After the initial time period, the patron can be bumped to make room for a new user if there are no free computers. Once a patron has been bumped, they may sign on for computer use if one becomes open. In case of machine malfunction, staff will assign another computer. Patrons are allowed up to 3 hours of computer time per day on their library card; this 3 hours may be used at any combination of branches. Under special circumstances, staff can lengthen patron time on library computers a maximum of 1 hour.

### **STAFF ASSISTANCE**

Library staff can help patrons with basic computer and Internet use as time permits. Library staff cannot provide advanced instruction and staff members are not responsible for data loss.

Library staff are not authorized or qualified to enter legal or confidential information. This includes, but is not limited to, tax, financial, immigration, and employment information.

### **MISCELLANEOUS**

Only two people at a time may use a computer. The person whose library card is used to sign in must remain at the computer. If problems arise, both people will be asked to leave.

After a user has finished at a computer, staff should make sure they have clicked on "End Session."

### **DISCIPLINARY**

Adults using computer resources are responsible for the behavior of any accompanying children.

Misuse of library computers or Internet access will result in loss of computer privileges. Illegal use of the library computers or Internet access may result in the loss of library privileges and possible legal action including prosecution.

Patrons who access inappropriate content, as determined by library staff, will be subject to the following discipline:

**First Offense**

Verbal warning and banned from the library for the rest of the day and notified of what further consequences will be. A note WILL be placed in the patron record by staff to note the action. Incident report is created.

**Second Offense**

Verbal warning and banned from the library for one week. Patron will be notified that next infraction will lead to a year-long ban. A note WILL be placed in the patron record by staff to note the action. Incident report is created.

**Third Offense (and all subsequent offenses)**

Patron is given full ban from the library for one calendar year – per review and letter by the Assistant Director. Note is placed in the record. Incident report is filed and banned patron paperwork is completed.

*For more information, please read the official Board policy PE Research & Reference Services.*