

Technology

Public

P1.312 Full Access Computer Use Requirements

Last Updated 01/12/2017

This is the Library Computer and Internet Use Rules.

Use of the Kansas City, Kansas Public Library's computer resources and web site indicates that you agree to abide by the Library's Computer and Internet Use Rules. Parents are responsible for overseeing use of the Internet by their children. If you are not sure what the rules require, please ask library staff prior to using a library computer. Full access computers will be set home displaying the Computer Users Rules.

To maximize Internet availability and insure fair accessibility to library computing resources, library customers 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, 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 or e-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.

Parents are responsible for supervising the Internet use of their children. Children will only be able to use Internet computers in the children's rooms.

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 within the library's set hours for computer time. 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, he/she 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, which may be lengthened at staff discretion.

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 using library computers who access inappropriate content (obscene material) as determined by the Designated Building Supervisor on duty at the time of the incident. If determination of inappropriate content is made, the staff will use the following schedule.

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.

Library staff can often help customers with basic computer and Internet use, but we can only provide assistance as time permits. Library staff cannot provide advanced instruction and staff members are not responsible for data loss.

For more information, please read the official Board policy approved in May 1999, in June 2002, and January 2016.