

## **MORRILL PUBLIC LIBRARY**

### **Internet Access Policy and Guidelines**

In keeping with the mission of the Library to be a source of information, education, and recreation services for patrons of all ages, the Library is pleased to be able to offer computers available for public use. These computers are equipped with a connection to the Internet and also with Microsoft Office for word processing, spreadsheet development, professional presentations, and other personal computing needs. A typewriter is also available for public use.

#### **ACCEPTABLE USE**

- ◆ The Morrill Public Library Internet stations may be used for any legal purpose or to view legal content. Illegal purposes or content include accessing material that is obscene, child pornography, or “harmful to minors” as established in KSA 21-4301a. The Library uses technology protection measures to filter content in accordance with the Children’s Internet Protection Act. If a user feels that a website has been blocked erroneously, the Library will request the filtering service to review that website. The Library will disable the entire filter upon any request by users 18 or over, for any lawful purpose.
- ◆ The user must respect copyright laws and licensing agreements.
- ◆ The user must respect the equipment and software when accessing the Internet.

#### **STAFF ASSISTANCE**

- ◆ Basic assistance is available when using library computers. For users requiring more extensive assistance, the library offers computer classes. Also offered are individual computer sessions by appointment.
- ◆ Staff will disable the filtering software at the request of patrons over age 18.
- ◆ Staff will provide a form to anyone who wishes to request specific website review.
- ◆ Searching suggestions and technical assistance is dependent on staff expertise.
- ◆ The library website includes links to recommend tools and resources.

#### **PRINTING AND DOWNLOADING**

- ◆ Printing from library computers is available at \$.15 a page [front and back of one sheet = two pages.]
- ◆ Downloading to a library computer is permissible. However, all computers are equipped with software that erases all changes made by the users when a session has ended.

#### **ACCESS**

- ◆ The user must possess a current Library card. Only the user is allowed to use his/her card to access library computers. Out-of-town visitors over the age of 18 may obtain a guest pass upon request at the circulation desk.
- ◆ By using the library’s computers, the user agrees to abide by the library’s internet access policy.
- ◆ A Parent or guardian must give signed permission for any user under the age of 18 to access the internet.

- ◆ 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. Parents and only parents may restrict their children – and only their children – from access to Internet resources accessible through the Library. Parents are advised to supervise their children’s Internet sessions.
- ◆ To assure fair accessibility, each user is limited to one hour of computer use per day. This time may be extended by user request at the discretion of the librarian.
- ◆ The user must follow the policy and guidelines to retain eligibility for use of the library computers. Library staff are under no obligation to monitor library computer workstation usage. However, when a member of the library staff observes a patron using a workstation in violation of the policies, the following consequences may result: 1. Immediate termination of the session; 2. Notification of appropriate law enforcement officials; 3. Additional suspension of computer use or other library privileges.
- ◆ Free wireless Internet access is provided to the citizens of Hiawatha at the Morrill Public Library. As a “Hot Spot,” patrons may connect to the Internet with a wireless laptop, PDA or other portable device from within the Library. Library staff cannot offer technical support for establishing or maintaining a connection and the Library is not responsible for hardware or software damage, or for loss or theft of unattended equipment. The wireless connection is not secure. Since the radio signals can potentially be intercepted, activity requiring transmission of credit card numbers, passwords, and other personal information should be avoided. The wireless network is open and simultaneously connected computers are visible to each other, and therefore vulnerable to other users’ viruses, malware, and hacks. Users are responsible for maintaining up-to-date antivirus software and firewalls. Patrons may only access web based e-mail and printing from the wireless network will not be supported. The wireless Internet access is unfiltered, but all Library policies concerning legal and acceptable use of computers and the Internet apply.
- ◆ The Morrill Public Library is guided by the following American Library Association statements on access to information:
  - ◆ The Library Bill of Rights
  - ◆ Freedom to Read Statement
  - ◆ Interpretation of the Library Bill of Rights: Free Access to Libraries for Minors and Access to Electronic Information Services and Resources