

WELLINGTON PUBLIC LIBRARY SERVICES & PROGRAM POLICY

S-005 COMPUTERS AND INTERNET ACCESS

POLICY: THE WELLINGTON PUBLIC LIBRARY MAINTAINS ACCESS TO THE INTERNET AS AN ELECTRONIC TOOL FOR PATRONS AND STAFF TO LOCATE INFORMATION. AS A MATTER OF POLICY GROUNDED IN THE FIRST AMENDMENT AND EXISTING LAW, THE LIBRARY AFFIRMS THE RIGHT OF INDIVIDUALS TO HAVE ACCESS TO CONSTITUTIONALLY PROTECTED MATERIAL.

THE LIBRARY WILL TAKE REASONABLE AND CUSTOMARY STEPS TO ASSURE COMPLIANCE WITH STATE AND FEDERAL LAWS WITH A PARTICULAR AWARENESS OF KANSAS LAWS RELATING TO OBSCENITY (K.S.A. 2012 SUPP. 21-6401, K.S.A. 2012 SUPP. 21-6402 AND AMENDMENTS THERETO) AND FEDERAL LAWS ON COPYRIGHT (U.S. CODE, TITLE 17) AND THE PUBLIC LIBRARY REQUIREMENTS OF THE KANSAS CHILDREN'S INTERNET PROTECTION ACT (K.S.A. 2013 SUPP. 75-2589) REGARDING THE USE OF TECHNOLOGY PROTECTION MEASURES.

TO MAXIMIZE THE AVAILABILITY OF LIMITED RESOURCES AND TO ENSURE FAIR ACCESS TO ALL, LIBRARY PATRONS ARE EXPECTED TO FOLLOW THE LIBRARY'S PROCEDURES REGARDING COMPUTER UTILIZATION. VIOLATION OF THESE PROCEDURES MAY RESULT IN LOSS OF WEB ACCESS OR LIBRARY PRIVILEGES.

Implementation Procedures:

General Access

1. The computers and Internet workstations of the Wellington Public Library are available to library users who are age 12 or older. Patrons under the age of 14 may use the computer if an adult has given permission and is present.
2. Public access computers in the library shut down ten minutes before closing.
3. Patrons wanting to use the library's computers are required to have a library card. The library card will be used to log onto a computer. Patrons whose library cards have expired or whose library card accounts are blocked because of fees owed will not be able to use the libraries' computers.
4. For cardholders who do not have their cards with them but have appropriate identification, staff will look up and provide their card numbers.
5. If a staff member suspects that a computer user is using another patron's card without permission, the staff member may approach the computer user and ask for the name of the person who granted permission to use the card. The card owner may be contacted to ensure permission has been granted.
6. People who want to use the library's computers, but are ineligible for a library account, can show proof of out-of-state residence (for example, a driver's license) to receive a guest card that expires at day's end.
7. Patrons may use the computer for 30 minutes unless prior arrangements have been made with library staff for extended use. Library staff will monitor and manage computer use. No more than 2 people can use a single workstation at one time.
8. Patrons using workstations should not interfere with or disrupt other users. The equipment must be shared and used in a manner that respects the rights of others. Library staff has full authority to manage the use of equipment to achieve these ends. Users must relinquish computers if a staff member asks them to do so.
9. Equipment and software must be used as installed. Patrons must not reconfigure the workstations, load new software, or run their own software.
 - a. Patrons use library computers at their own risk.

- b. Patrons may bring their own headphones to use with library computers.
- c. Computers in children's areas are for children's use only. No one over 12 years may use these computers for any purpose unless they are a parent/guardian/caregiver accompanying a child.
- d. Library staff have full authority to designate certain computers for specific purposes (for ex. e-mail only, library catalog only, health information only, etc.) in order to manage access to limited resources. These designations may change from day to day or even hour to hour depending on user needs.

Wireless use

1. Wireless service is available throughout the library. No special encryption settings, user names, or passwords are required. The library's printers are not available from patron's wireless device. Patrons use the library's wireless access at their own risk.
2. Patrons may experience fluctuating bandwidth on the libraries' public wireless, depending upon how many people are using the wireless connection and what they are downloading. Streaming video and some online games consume large amounts of bandwidth.
3. The library is not responsible for the privacy of information a patron may transfer over the library's network.
4. The library assumes no responsibility for damage, theft, or loss of a patron's equipment, software, data files or other personal property brought into or used at the library.
5. Library staff is not able to provide technical assistance regarding any personal computer equipment, nor can they make any guarantee about the compatibility of a patron's equipment with the library's network.

Restrictions, filtering, and privacy

1. The Wellington Public Library reserves the right to block certain ports and protocols over the library network. Patrons may receive a message that an activity is blocked and peer-to-peer applications will not work. The following are restricted categories and protocols:
 - a. illegal content
 - b. spyware/phishing
 - c. SMTP [Port 25]
 - d. P2P file sharing
 - e. Computers designated for children are filtered for adult content and are restricted to children 12 years old and under.
2. Patrons who wish to filter their Internet searches may use search engines with filtering options, such as Google SafeSearch or Yahoo SafeSearch.
3. The library cannot be responsible for passersby seeing what websites are being used in the library. Upon request, the library may offer privacy screens that limit the ability of people passing by to see what is displayed on workstation screens.
4. When patrons logout at the end of their computer sessions, nothing is saved on the computer's hard drive. The cache of Internet sites visited is cleared automatically. Patrons who wish to may also clear the cache themselves prior to logout.

Downloading

1. Users may save information from the library computers to their personal flash drives or to free personal accounts on cloud-computing platforms, such as Google Docs or SkyDrive.
2. Users may not save to the hard drives of library computers.

Printing charges and refunds

1. Library printers are not available for patrons to print from wireless devices.

2. Printing from all library computers is \$.10 per page for black and white prints and \$.25 per page for color prints.
3. Circulation records, information about patron accounts, ILL information, and up to three pages of information to answer patron information/reference questions will be printed free by staff at the service desk.
4. Patrons should always use print preview before sending a print job to make sure that the number of pages is correct, that no blank pages show, and that the text on the page is complete. Printing a blank page or a page with missing text does not constitute a bad copy for refund purposes.

Guidance for using the Internet

1. The library utilizes technology protection measures that block online access to visual depictions that are child pornography, harmful to minors or obscene as defined in L. 2013, ch. 98, sec.1, commonly known as the Kansas Children's Internet Protection Act.
2. Subject to staff supervision, the technology protection measures may be disabled only for bona fide research or other lawful purpose by adults.
3. The library will interrupt or terminate a patron's computer session if material displayed on the screen is not appropriate in a public environment. As all workstations are in view of other patrons and staff, users are not permitted to display images containing gratuitous violence or obscenity as defined by Kansas law.
4. The Internet connects users to resources outside the library. The library has no control over these resources and can only be held responsible for data in files created and maintained by its staff. Patrons use the Internet at their own discretion.
5. As with other library materials, restriction of a minor's access to the Internet is the responsibility of the parent or legal guardian. Parents are encouraged to monitor and supervise their children's access to the Internet.
6. The library has no control over computer programs available through the Internet. Any loss of data, damage, or liability that may occur from patron use of programs obtained through library access is not the responsibility of the library. Inappropriate use of Internet access will result in cancellation of the individual's use of this service and may result in the loss of other library privileges. Examples of inappropriate use include, but are not limited to, the following:
 - a. Displaying or disseminating images containing gratuitous violence or obscenity as defined by Kansas law;
 - b. Disclosure, use, or dissemination of personal information that could threaten the safety or security of a minor, any other person, or the Library;
 - c. Attempting unauthorized access to restricted or confidential systems;
 - d. Tampering with computer hardware or software;
 - e. Violation of software license agreements and copyright laws;
 - f. Violation of another user's privacy;
 - g. Any illegal activity, unethical misrepresentation or any form of harassment;
 - h. Use of library workstations for other than their intended purpose.
7. Illegal acts involving library computer resources may also subject a user to prosecution by local, state, or federal authorities.
8. Library computer stations are for designated use only.
9. For better service and the security of all users, patrons are not permitted to run programs of their own or programs downloaded from the Internet. Other uses that are unavailable in order to ensure security and support of our users include: devices that require software insertion, special purpose browser plug-ins and file storage on public workstations.
10. The library reserves the right to terminate a patron's computer session at any time.
11. Patrons who encounter web sites which they believe should be blocked but which are not, or who are prevented from accessing web sites which they believe should not be blocked, may submit a written complaint to the library director. The complaint should include the URL of the site in question and whether the request is to block or

unblock it. Staff shall examine the site in accordance with this policy and will make changes to the site blocking as may be appropriate.

12. Complaints about enforcement of this policy or observed patron behavior which may violate this policy shall be submitted in writing to the library director or to the chairman of the library's board of directors, providing as much detail as possible. The library director will report any such complaint received to the library's board of directors in a timely manner.
13. Wellington Public Library cannot monitor or control the content of any individual Internet site and assumes responsibility only for the information provided on its own website. Links from the library's web page to any product, service, or information do not constitute an endorsement.
14. It is each user's responsibility to evaluate the accuracy, completeness, and currency of the Internet sites they access.
15. Patrons must remember that the Internet is not always secure and that the privacy of credit card transactions and other communications is not assured – especially when using public computers in public places like the library.
16. Parents/guardians/caregivers are urged to work with their children in the proper use of the Internet and its resources. Children's Internet use is the responsibility of parents, not of library staff. Internet computers in the children's areas of the library may be equipped with filtering software, however, filters are an imperfect technology and do not provide a guarantee of complete content screening.
17. Library staff members are able to provide users with limited assistance for getting started on the Internet but cannot offer in-depth personal instruction.

Original Policy Adopted Date: 8/12/2015
Policy Revised Date: