

## **Computer and Internet Policy Kendall Young Library**

Adopted: July 14, 2014  
Revised: August 22, 2022

Kendall Young Library provides free, self-service public access to Internet-enabled computers, devices, and wireless Internet access (Wi-Fi). These provide patrons with access to a vast array of electronic resources that supplement the Library's print collection and are also available for educational, informational and recreational purposes.

### **Rules and Guidelines for Public Computer Station Use**

- Patrons must use their own library card. The use of another patron's library card number or unauthorized use of a guest pass will not be tolerated and will result in suspension of computer privileges.
- Sixth graders and older are required to use the computers in the Adult Department.
- Guest passes are available for those patrons visiting from out of town.
- Any library card holder with fines of \$5.01 or more will be blocked from computer usage. Patrons may pay in installments of \$1.00 per computer use for a guest pass.
- Any library card holder with one or more items 30+ days overdue will be blocked from computer usage.
- Library card holders are limited to 2 hours of total PC usage time per day.
- Guest pass holders are limited to 1 hour of total PC usage time per day.
- Computers may be used by two people as long as their behavior is not disruptive.
- Patrons may download information to their own external or digital drives, while assuming all liability for computer virus or malware exposure that might occur. Files saved to the Library's computer are automatically deleted at the end of each user's session.
- Patrons who wish to hear audio content on library computers or on personal devices must use headphones. Patrons may purchase headphones at the reference desk.
- Sessions are logged off automatically after their assigned time has expired. Users are responsible for loss of their own data due to the expiration of time.
- At the end of each session, patrons must leave the computer promptly so it can be made available to the next user.
- All PCs automatically shut down 15 minutes prior to closing time.
- Patrons wishing to access the Library's wireless network must follow the Library's established Computer and Internet Policy. Staff is not responsible for setting up personal computers to work within the Library's wireless access.
- Users of Library workstations are asked to use resources appropriately and respect the privacy of others using nearby workstations.

### **Access for Children**

- Computers in the Children's Department are designated for the exclusive use of children who are in 5<sup>th</sup> grade or younger.

- Children under the age of 8 must be accompanied by a parent/guardian while using the computers.
- Guests in the Children's Department can have two 30-minute guest passes per day.
- Parents and guardians are responsible for monitoring Internet access for their children who are minors.
- Parents or legal guardians may request in writing to restrict computer use by their minor children.

### **Printing**

- Users are responsible for the cost of pages printed.
- Costs for standard size are 10 cents per side for black and white and 40 cents per side for color.
- Users need to pay for each printed page regardless of how many pages were printed. Users should preview their print selections to determine page count. No refunds are given after pages have been printed.
- Those unfamiliar with printing from the computer are encouraged to seek staff assistance when attempting to print for the first time.
- Wireless Printing is available.

### **Staff Assistance**

Patrons are expected to be knowledgeable in basic computer operations. The library staff cannot provide in-depth computer training, but will attempt to answer basic questions or help users locate resources on the Internet. Staff can also provide information on where to get appropriate training. Books, manuals, and other reference sources will also be made available.

### **Unlawful Use of Library Computers**

Patrons shall comply with all federal, state, and local laws, including but not limited to:

- Library patrons may not use the Library's internet access to view, print, distribute, display, send or receive images, or graphics of materials that violates laws relating to child pornography.
- Library patrons may not knowingly exhibit or display any material that is harmful to minors in its content or material that is obscene in any place of public accommodation where minors are or may be present, and where minors are able to view the material.
- Library patrons must adhere to all copyright laws and may not copy or distribute materials (e.g. with the use of files sharing software) without the permission of the owner. Patrons who do so may be subject to criminal and civil liability.

## **Response to Violations**

The user's access to the Library's computers and Internet is a privilege, not a right. Failure to follow this policy may result in eviction from the library, and may include a trespass order or arrest. Violation of state and federal laws will be referred to proper authorities for legal action.

## **Disclaimers**

- The Library does not utilize filtering software.
- The Internet contains a wide variety of material and opinions from various points of view that some may find offensive or inappropriate. Not all sources provide information that is accurate, complete or current.
- While the Kendall Young Library is sensitive to the concerns of customers about Internet content, no one, including the Library, can control the information available on the Internet. Each individual is responsible for his or her own appropriate use of the Internet in a public place. The responsibility for what minors read or view on the Internet rests with a parent or legal guardian.
- To preserve user privacy, the Library will never share, sell, or rent individual personal information gathered by the Library, except for the purpose of recovering overdue items and fees or as ordered by subpoena from a valid court or legal authority. The Library PC and print management system does not retain information on websites visited by patrons.

The library staff reserves the right to adjust the guidelines for computer usage as needed.

This policy is a result of merging the previous COMPUTER AND SCANNER policy (Last revised 6/6/12) with the INTERNET ACCESS POLICY (Last revised 10/12/10). Approved by the Kendall Young Library Board of Trustees on 07/14/14, 5/20/2019, and 8/22/2022.