Kewanee Public Library Computer Usage Policy

The library offers the use of public computers as another tool which can be used in accessing information. This describes the accessibility and usage of computer equipment.

FEES: No fee is assessed for use of the computer. Printouts are $.10 for black and white and $.50 for color. Once the fees are paid at the Information Services or Circulation desks, the staff will release the printouts to the printer.

USER ELIGIBILITY: The computers are available with a valid library card or photo ID. If a second person wishes to sit at the computer, they also must show staff a valid library card or photo ID.

RESERVATION OF TIME: Computers may be reserved for one hour up to one week in advance. Time may be extended in 15 minute increments if no other reservations have been made for that computer. Reservations will not be valid more than 10 minutes past the reservation time. Reservations are limited to one per day. The 10-minute computers on the main floor may be used multiple times in one day.

USER LIABILITY: The user is responsible for any damage resulting from misuse of the computer. The library is NOT responsible for damage done to personal diskettes/CD’s. Personal peripheral equipment may NOT be attached to library computers without prior approval from library staff. Any problems or malfunctions MUST be reported to library staff immediately.

LIBRARY STAFF ASSISTANCE: The library staff’s role to computer users will be one of guidance. The library will provide a brief orientation to the basic use of the computer equipment as time allows. The library staff will provide guidance as time and skill level permits. The library staff will NOT be available for computer instruction except in the case of a one-on-one class scheduled ahead of time. Computer time will be forfeited if the user is not sufficiently skilled to use the equipment. Library staff is available to assist with the following: opening the computer screen for applications; explaining some basic keystrokes; providing help printing a document; and assisting in saving a document.

SAVING: Patrons should bring their own CDs and flash drives on which to save information. The Library does have CDs and flash drives available for purchase at the Information Services desk. It is suggested that information be saved every fifteen (15) minutes as a safety precaution.

COMPUTER SOFTWARE: a number of pre-installed programs are available on the computers. Patrons will NOT be able to use personal software without prior approval from library staff.

Internet Access: To Ensure Fair Access to All, please follow these rules:

First Time Users:
- Read the Computer Usage policy in the Library’s Service Policy so you are aware of the rules for computer usage
- If user does not have a valid library card, they will be asked to sign an Internet Registration and User Agreement card.

Patrons under the age of seventeen (17):
- Need parental-signed Internet Policy Agreement (parents may be called to verify)
- Have a valid library card or photo ID for identification
Main Floor 10 minute Internet workstation:
- This workstation is to be used by patrons to check their email; to send a quick email; or to do a quick search.
- Have a valid library card or photo ID for identification
- Restricted to 10 minutes (if longer time is needed, need to use computer lab)
- On a first come first serve basis

Youth Adult Gaming Computers
- Have a valid library card or photo ID for identification
- These workstations are intended for teen gaming.
- Users must have signed Internet Policy on file.
- Must be at least 13 years old.
- Will be allowed to use online games that do not violate other computer or Internet policies.
- Will be allowed to save games on a temporary basis, for transferal to an external storage device.
- Will follow all other computer and Internet policies as provided in this document

Users:
- Need a photo identification or valid library card each time they use the Internet
- Must be in seventh grade or older to use a computer in the lower level lab. Kindergarten through 6th grade may use computers in the Children’s Room with a valid library card. Younger than kindergarten must be accompanied by an adult.
- May use computer lab or Children’s Room computers once daily
- Have a one-hour time limit per person per day
- May reserve the computer for a one hour time slot
- May reserve up to 7 days in advance
- Will lose your reservation if more than 10 minutes late
- May find computer available on a walk-in basis
- May bring a personal disk to save files (formatted for an IBM PC compatible)
  WARNING: The library is not responsible for any damaged or loss of data to your disk/CD’s. Anything that is downloaded from the Internet may contain a virus.
- May print out at a cost $0.10 per page ($ .50 color) and will be released to print at the service desk
- Must know basic computer including the use of the mouse; no personal instructions will be given
- May join instructional classes that are scheduled from time to time or schedule one-on-one classes

Prohibitions:
- Instant messenger services
- Saving anything on the Library’s hard drive
- Changing any of the Library’s software configurations
- Damaging the Library’s computer system or data
- Violating any of the Library’s usage policy and regulations
- Using the Library’s Internet access to “crack” any computer system
- Harassing, libeling, or slandering others
• Interfering with the work of others or causing congestion on the Internet
• Trying to subscribe to fee-based services on the Internet
• Unauthorized copying of copyright-protected materials
• Intentionally sending, receiving or displaying text or graphics which may reasonably be construed as obscene, pornographic, harmful or disruptive
• Violators of these regulations may lose Internet and/or library privileges.
• ILLEGAL acts involving Library’s computers may also be subject to prosecution by local, state, or federal authorities. The Library has a registered Domain Name. Use of our Internet Workstation can be traced.

Etiquette:
• Please be considerate of the individual rights and privileges of other users anywhere on the Internet.
• Please be considerate of the individual rights and privileges of others in computer room
• Please be a good information consumer; be aware that not all sources on the Internet are accurate, complete, or up-to-date. Anyone can publish anything. Look for the author and his/her credentials. Don’t make crucial decisions based on Web documents, especially medical and financial. Get a second opinion.

Availability of Web documents:
Please note: Internet documents are often unavailable because:
• There are too many visitors to a site. You may have better luck at another time.
• The database you requested is licensed to a particular institution and is not available to the public at large
• The database you want to use may be fee-based and the Library has not subscribed
• The host computer is closed down permanently or URL has changed

Kewanee Public Library Internet Policy and Agreement

We are pleased to be able to offer Internet access in our Library! Please read the following policy carefully as it discusses the Library’s rules and regulations regarding internet use in the Library and in compliance with federal law. Your cooperation is appreciated.

Users Guide to the Internet as a Resource

Remember the Internet is a collection of information not produced nor endorsed by the Library. The Internet has become an invaluable tool for research, communication, and entertainment. However, please keep the following in mind.

1. Information obtained via the Internet may or may not be reliable and may or may not be obtained from a reliable source.
2. Information obtained via the Internet may or may not be accurate.
3. Information obtained via the Internet may or may not be current.
4. Information obtained via the Internet may be considered controversial or offensive by some Library patrons.
This Library encourages all Library patrons to be informed users and carefully evaluate any information obtained via the Internet. Library staff members may help you evaluate certain types of Internet sources, but are not trained to provide definitive analysis of specific sources or sites.

This Library is not responsible for damages, indirect or direct, arising from a Library patrons’ reliance, citation, or other utilization of Internet information resources.

**Internet Filtration**

All Library computers and PCs accessing the library’s wireless connection are equipped with Internet filtration devices which are designed and intended to block sites deemed to be inappropriate for general audiences. Adults (over the age of 16) may request that a certain site be unblocked, for bona fide research or other lawful purposes. Granting such a request is ALWAYS up to the discretion of the Library staff and may be denied for any reason in order to comply with Library policy or otherwise. Minors under the age of 17 years old are not allowed to access a computer with unfiltered Internet access at any time. Minors under the age of 17 years old may NOT accompany an adult who is accessing a computer with unfiltered Internet access at any time.

All Internet filtration devices installed on Library computers and PCs accessing the library’s wireless connection have been purchased from a commercial vendor. The Library does not maintain that the installed filters effectively filter all or any inappropriate materials from access within the Library. The Library is not responsible for damages, indirect or direct, arising from access, whether voluntarily or involuntarily requested, inappropriate or offensive Internet sites within the Library, regardless of the age of the user or whether arising from the deficiency of the filter or its installation.

**Access and Use of the Library’s Internet Connections and Networks by Adults**

The Library recognizes that electronic information on the Internet may contain material that is inappropriate or offensive to children as well as patrons of all ages. The Library requires that all Library patrons using the Library’s Internet connection do so within the guidelines of appropriate and acceptable use. The following are unacceptable:

1. Any use of electronic information which results in the harassment of others;
2. Use of electronic information networks in any way which violates a Federal or State law;
3. Unauthorized duplication of protected software or licensing agreements, including but not exclusively, any “hacking;”
4. Destruction or damage to or unauthorized alteration of the Library’s computer equipment;
5. Behaving in a manner that is disruptive to others;
6. Accessing any pornography;
7. Accessing material depicting offensive sexual conduct; and
8. Any unauthorized disclosure, use and dissemination of personal identification information regarding minors.

The library reserves the right to classify any action, access, or operation on the Internet inappropriate and ban its use by patrons.

**Access and Use of the Library’s Internet Connections and Networks by Minors Under the Age of 17**
All access and use restrictions applicable to adults are also applicable to minors. In addition, the following are specifically unacceptable for minors:

1. Accessing any inappropriate matter on the Internet;
2. Accessing any picture, image, visual depiction, description, or representation exhibiting qualities of nudity or sexual acts or contact. Exceptions are rare and are only appropriate when images possess overwhelming artistic, political, or scientific value; and
3. Accessing any computer within the Library or any PC accessing the library’s wireless connection at any time which does not have an active Internet filtration device in place.

The Library reserves the right to classify any action, access, or operation on the Internet inappropriate and ban its use by minor patrons.

Parents are expected to monitor and supervise their children’s use of the Internet in the Library. Parents are encouraged to discuss with their children issues of appropriate use and Internet safety.

**Privacy on the Internet**

The Library will make every effort to allow Library patrons to privately use the Internet in the Library. However, the Library reserves the right to supervise patrons’ use of the Internet to reasonably ensure compliance with Library Internet policies by all patrons. The Library reserves the right to request an explanation or otherwise as to when a patron is found to be accessing material a Library staff member reasonably believes to be beyond compliance with Library Internet policy.

**Violation of Policy**

The violation of any terms of the Library’s policy may result in suspension or revocation of Library Internet access privileges or even the suspension or revocation of general Library use privileges. Please act responsibly!