

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 INTENT OF THIS POLICY IS TO MEET THE PROVISIONS OF THE APPLICABLE REQUIREMENTS OF SUBSECTION (B) AND L. 2013, CH. 98, SEC. 1, AND AMENDMENTS THERETO, COMMONLY KNOWN AS THE KANSAS CHILDREN'S INTERNET PROTECTION ACT, AS WELL AS PROVIDE GUIDELINES FOR PATRONS AND STAFF REGARDING ONLINE COMPUTER USE OF INTERNET ACCESSIBLE COMPUTERS.

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:

1. **General Access –**

- a. The general use computers and internet workstations of the Wellington Public Library are available to library users who are age 14 or older. Access to those computers is allowed to children younger than 14 when accompanied by an adult. The AWE computer, which is a dedicated use computer located in the children's department is available to children under the age of 14 without direct supervision.
- b. Public access computers in the library shut down five minutes before closing unless prior arrangements have been approved by library staff.
- c. Patrons wanting to use the library's computers are required to have a library card. The library card will be used to log on to 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.
- d. For cardholders who do not have their cards with them but have appropriate identification, staff will look up and provide their card numbers.
- e. 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.
- f. 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 login that expires at day's end.
- g. Patrons may use the computer for 45 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.
- h. 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.
- i. Chromebooks and Tablets are available for checkout and use within the library. A library card is required for check out with the same restrictions for usage as the library computers. Such devices check out for 3 hour time slots and are reserved first for library programs and students.
- j. Equipment and software must be used as installed. Patrons must not reconfigure the workstations, load new software or run their own software.
 - i. Patrons use library computers at their own risk.
 - ii. Patrons may bring their own headphones to use with library computers.
 - iii. 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.

- iv. Library staff have full authority to designate certain computers for specific purposes (for ex. email 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.

2. *Wireless Use –*

- a. Wireless service is available throughout the library. Usernames or passwords are required. The library's printers are available from most patron wireless devices. Patrons use the library's wireless access at their own risk.
- b. 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.
- c. The library is not responsible for the privacy of information a patron may transfer over the library's network.
- d. 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.
- e. 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.
- f. 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. Library Staff can help provide some technical assistance during regularly scheduled "Tech Time" each week. The staff cannot make any guarantee about the compatibility of a patron's equipment with the library's network

3. *Restrictions, Filtering And Privacy -*

- a. 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.
- b. Computers designated for children are filtered for adult content and are restricted to children 12 years old and under.
- c. Patrons who wish to filter their internet searches may use search engines with filtering options, such as [Google SafeSearch](#) or [Yahoo SafeSearch](#).
- d. The library cannot be responsible for passersby seeing what websites are being used in the library.
- e. 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 before logout.

4. *Downloading –*

- a. Users may save information from the library computers to their personal flash drives or to free personal accounts on cloud-based platforms.
- b. Users should not save to the hard drives of library computers. In most instances, anything saved to a library computer will be erased when the computer is rebooted.

5. *Printing Charges and Refunds –*

- a. Library printers are available for patrons to print from wireless devices.
- b. Printing from all library computers is \$.10 per page for black and white prints and \$.50 per page for color prints.
- c. 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.
- d. Patrons should always use print review before sending a print job to make sure the number of pages is correct and that no blank pages show, and that the text on the page is complete. Printing a blank page with missing text does not constitute a bad copy for refund purposes

6. *Guidance For Using The internet*

- a. The library utilizes technology protection measures that block online access to visual depictions that are child pornography and considered and harmful to minors or obscene as defined in L. 2013, ch. 98, sec.1, commonly known as the Kansas Children's internet Protection Act.
- b. Subject to staff supervision, the technology protection measures may be disabled only for bona fide research or other lawful purpose by adults.
- c. 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 computer 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.
- d. 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 library staff. Patrons use the internet at their own discretion.
 - e. 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 while using the library. Internet computers in the children's area may be equipped with filtering software; however the library assumes no responsibility for content that may not be screened out.
 - f. 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:
 - i. Displaying or disseminating images containing gratuitous violence or obscenity as defined by Kansas law.
 - ii. Disclosure, use, or dissemination of personal information that could threaten the safety or security of a minor, any other person or the library.
 - iii. Attempting unauthorized access to restricted or confidential systems.
 - iv. Tampering with computer hardware or software.
 - v. Violations of another user's privacy.
 - vi. Violation of software license agreements and copyright laws.
 - vii. Any illegal activity, unethical misrepresentation or any form of harassment.
 - viii. Use of library workstations of other than intended purposes.
 - g. Illegal acts involving library computers resources may also subject a user to prosecution by local, state or federal authorities.
 - h. Patrons are not permitted to run programs of their own or programs downloaded from the internet on library computers. This includes devices that require software insertion, special purpose browser plug-ins and file storage on public work stations.
 - i. Patrons who encounter websites which they believe should be blocked but which are not, or who are prevented from accessing websites which they feel should not be blocked, may submit a written complaint along with the questioned URL to the library director. Staff will examine the site in accordance with this policy and will make changes to the site blocking as may be appropriate.
 - j. Complaints about the enforcement of this policy shall be submitted in writing to the library director or to the chairman of the library board of directors, providing as much detail as possible. The library director will report any such complaint to the library board in a timely manner. All decisions made by the board of directors regarding any such complaint is considered final.

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