



LIBRARY POLICY

	TITLE	PRINT DATE 05/24/2016
	Internet Access and Digital Device Policy	ADOPTED DATE 07/22/1999
REVISION 2.0		REVISED DATE 05/26/2016
		REVIEW DATE

POLICY

Governing the use of: library computers; printers; wireless access points; as well as portable storage devices used to access the library's networks.

By accessing the Library's networks and WiFi, users are agreeing to the terms of this Internet Access and Digital Device Policy.

PURPOSE

The Frankfort Public Library District is dedicated to the principal of open access to information in all mediums. To that end, the Library provides access to the internet through managed public access computers and wireless networking technology (WiFi). The use of Library networks to access the internet and library equipment to utilize library installed programs is managed to prevent damage or infection to library assets.

SCOPE

Applies to: Library computer and WiFi devices as well as digital devices and content stored on patron devices that is shared with the library networks.

The Internet is a source of unfiltered information from around the world. The Frankfort Public Library District does not and cannot control the content or quality of information obtained from sources that are accessed via the Internet. Library users should consider the following when evaluating information obtained from the Internet:

1. Information obtained via the Internet may or may not be reliable, authoritative, accurate, or current.
2. Links to information on the Internet may not always be valid. Internet sites may sometimes be unavailable; this unavailability may occur unpredictably.
3. Certain information obtained via the Internet may be considered controversial by some library patrons.

The Frankfort Public Library District neither controls, nor can be responsible for the online information, graphics, and messages accessible through the Library's computers and wireless access points and originating outside the Library. The Library provides no filtering or virus protection on its wireless Internet access points for patrons. The Library assumes no responsibility for damage caused to patrons' equipment (hardware or software).

Patrons are responsible for configuring their equipment to access the Library's wireless Internet access points. Library staff will only be able to provide a network address or name to the patron.

The Frankfort Public Library District urges library patrons to be informed consumers and to evaluate information obtained from the Internet. The Library cautions patrons about the potential damage of transmitting personal information, such as credit card numbers, via the Internet. The Library is not responsible for damages, direct or indirect, that arise from a library patron's use of the Internet. There is no guarantee that your account(s) or email is private. Email users should not expect or treat email as confidential or private. Further, in case of a request from law enforcement authorities, your email and other data may be available to the requesting agency.

PROCEDURAL CONTROL

CIRCULATION - ADULT SERVICES -X YOUTH SERVICES - X COMPUTER LAB MONITORS – X

Frankfort Public Library District cardholders must have current cards and be in good standing. Fines of \$5.00 or more must be paid before computer use is allowed.

Computers are available on a first-come, first served basis.

Patrons without a Frankfort Public Library District card will be issued a guest pass for 30 minutes of access on one of the Express Stations. One guest pass per user or simultaneous users per day will be issued. Express stations will force off users after 30 minutes.

There is a limit of two simultaneous users per computer.

The following activities are unacceptable and may result in the patron being asked to leave or being banned from the library:

1. use of electronic information networks for any purpose that results in the harassment or defamation of others;
2. destruction of, damage to, or unauthorized alteration of the library computer equipment, software, or network security procedures;
3. disruption or unauthorized monitoring of electronic communications;
4. use of electronic information networks in any way that violates a federal or state law
5. unauthorized copying of copyright-protected material;
6. unauthorized duplication of copy-protected software or digital recordings;
7. use of electronic information networks in any way that violates licensing or payment agreements between the Frankfort Public Library District and network or database providers;
8. accessing obscene or pornographic material;
9. behaving in a manner that disrupts other users including monopolizing equipment thereby denying access to other users.

Persons who use the Library's computers and wireless access points for unacceptable uses may lose the privilege of using Library facilities including access to its computer systems.

Illegal acts involving library computer and wireless access point resources may be subject to prosecution by local, state, and/or federal authorities.

Internet Access & Digital Device Policy | 2016

In order to preserve the integrity of the library computer network, patrons are prohibited from installing software on library computers. However, patrons may use personal storage media to transport and save data, including but not limited to floppy disks, flash drives, CD-R disks, etc. Personal files cannot be saved to the hard drives of the library computers. The Library assumes no responsibility for damage caused to patrons' equipment (hardware or software).

Personal storage devices left in or nearby library computers will be kept for two weeks and will then be disposed of.

The Library staff will assist patrons as time permits, but staff cannot offer extended personal instruction. It is also not possible for staff to evaluate or judge the quality or merit of every site that a patron may access.

YOUTH INTERNET ACCESS AND COMPUTER USE

The Library supports the right of all library users to access information and does not deny access to the Internet solely on the basis of age. The Library recognizes that Internet may contain material that may be inappropriate for children. As with library materials, restriction or regulation of a child's access to the Internet through the Library's computers or WiFi is the responsibility of the parent or legal guardian.

Children under the age of 9 years must be accompanied by an adult or other guardian during use of the library's computers. *Library staff will not monitor children's use of the computer.*
