

9.18 Use of Equipment (Audio Visual and Office Equipment)

1. The Tonganoxie Public Library will permit patrons to use the Microfilm Reader, iPads, desktops, copiers, and laptops in-house. The user must receive instructions from the librarian before first time use. The individual or organization will be responsible for any damage or loss of equipment occurring while being used if damage stems from misuse or neglect.
2. Copyrighted materials may not be copied or otherwise reproduced without permission of the copyright holder unless the proposed use falls within the definition of "fair use." (United States Code, title 17, Section 107)
3. The copier is available for public use at a cost to help offset the cost of paper and toner. Assistance will be offered by staff if the patron has not used the copier before.
4. Copies printed from the Microfilm Reader are available at a cost.
5. Copies printed from any of the Public Access computers will incur a charge, including mistakes.
6. The Tonganoxie Public Library provides a fax service to the public. Library staff will operate fax equipment; customers are not allowed to fax their documents. Library customers must provide a loose-leaf copy of the document to be faxed. There will be a cost for this service. The library does not offer international faxing.

The library will also receive documents via fax for library customers. It is assumed that the individual is expecting the fax and will come to the library to pick it up. If the incoming fax has a phone number on it for contact, library staff will attempt to notify the customer. No attempt will be made by library staff to contact the recipient if there is no phone number. Fax messages will be kept at the library one week (seven days from the date on the received fax document). Charges for receiving faxes will be payable upon pick up.

Those customers wishing to use this service must understand that library services are the library's first priority and that public library customers and their library needs come first. Faxing will be done as soon as possible.

The Tonganoxie Public Library and staff are not responsible for wrong numbers, lost receipts, and lost transmittals.

9.19 Information Access and Internet Safety

In an effort to be responsive to its mission for excellent service, the Library staff and Board are committed to address and meet the information needs of the people we serve. The library strives to meet the expressed needs and preferences of its patrons by providing the greatest possible information access within the means of the Library and within the limitations of policy and law.

Free wireless Internet access is provided to the citizens of Tonganoxie at the Tonganoxie Public Library. As a "hot spot", patrons may connect to the internet with a wireless laptop, PDA, or other portable device within the library. The Tonganoxie Public Library is under no obligation to monitor library workstation usage except to

comply with the Kansas CIPA (Children's Internet Protection Act). The library will ask the filtering service to unblock erroneously blocked websites upon any request by a minor. The library will disable the entire filter upon any request by users 18 or over, for any lawful purpose. This service is provided by OpenDNS through Cisco products. The wireless internet is filtered; however, if other restricted websites are accessed all library policies concerning legal and acceptable use of computers and the internet still apply. The Tonganoxie Public Library internet stations and laptops may be used for any legal purpose or to view only legal content. Access is managed using your library card. Illegal purposes or content includes accessing material that is obscene, child pornography, or "harmful to minors" as established by K.S.A. 21-6402 Promotion to minors of material harmful to minors statute.

The library is concerned for the safety and security of users who access online information while using the library's computers. It should be noted that the library has no control over the content of the Internet and cannot be held responsible for what the user sees or otherwise experiences when connected to the Internet. The restriction of a minor's access to the Internet beyond that required by this policy is the responsibility of that minor's parent or legal guardian.

The safety and security of users accessing the Internet require those persons to be cautious, thoughtful, protective of personal information, and respectful of library policy and state and federal laws.

Use of the library's computers

Library computers will not be used to do the following:

- Access or display information that is obscene as defined by Kansas law;
- Participate in email, chat rooms, or instant messages that use information that is obscene as defined by Kansas law;
- Disclose, use, and or disseminate personal information that could threaten or create a vulnerability for a minor, for any other person, or for the library; and/or
- Attempt to gain unauthorized access to any data, computer, or network.

Using library computer workstations in an inappropriate manner, as defined herein, is prohibited. Members of library staff are under no obligation to monitor library computer workstation usage and accept no responsibility for investigating the manner in which those workstations are used. When, however, a member of the library staff observes a patron using a workstation in violation of the following subsections, the patron will be deemed to be using the workstation in an unacceptable manner, resulting in any or all of the following consequences:

- Immediate termination of the Internet session.
- Additional suspension of computer use or other library use privileges.
- Notification of appropriate law enforcement officials.

Any user who violates this policy may be prohibited from using the library's computers until the user agrees to comply. For repeated violations, any member of the library staff will be required to prohibit that user's computer access for 30 days or longer.

Users may appeal the revocation of Internet use privileges by petitioning the Board. The decision of the Board will be final.

Patrons will use the library's computers and software in a responsible manner and will not use them in a careless and/or abusive way. Misuse of computer equipment and Internet access may result in the consequences described above. Misuse includes, but is not limited to:

- Activities causing damage to library computer equipment, software programs, and data.
- Activities deemed unlawful according to local, state and federal law.
- Unauthorized access to secure data, including so-called "hacking." Violations will be immediately reported to appropriate law enforcement officials.

Violation of individual privacy rights, including unauthorized disclosure, use and dissemination of personal information regarding minors is prohibited. Persons violating this prohibition are subject to the consequences described above. Library staff will not disclose library customers' use of the library with respect to information sought or received, including Internet use, except pursuant to a valid court order or subpoena authorized under federal, state or local law except when reporting unlawful activities as described above.

The laws that guide this policy

The library complies with state and federal laws. We have a particular awareness of Kansas laws relating to obscenity (K.S.A. 21-4301; 21-4301a, and 21-4301c) and federal laws on copyright (U.S. Code, Title 17), the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA). The library and library users must comply with these laws.

All patrons who use the library's computers will be required to read this policy. They will also be required to sign an instrument attesting to the fact that they have read and understand this policy and promise to abide by the rules herein described.

Parents or legal guardians of children below the age of eighteen years will be required to sign an instrument attesting to the fact that they have read and understand this policy and that they will be responsible for their children's responsible use of the library's computers. These parents or legal guardians agree to hold the library, its staff and the Board harmless in the event their children access to questionable material on the Internet, either accidentally or on purpose.

9.20 Friends Groups

Friends of the Library are groups of citizens who join together to support and promote public libraries. They understand the importance of library service to the community and work in a variety of ways to help the library become more effective. Friends groups shall work with the library director to obtain the goals of the library.

Together they can affect the following:

- Increased library participation and use;
- Increased funding and resources;
- Updated automation equipment; and
- A larger, more up-to-date materials collection.

Funds of the Friends shall be used for the sole support of the library's services, materials, programs, capital, building and infrastructure needs.

9.21 Services to Groups and Organizations