

## Computer Use and Internet Safety Policy for Adults and Children

1. Liberal Memorial Library has Internet-access computers available for users in two areas within the library: the children's library for youth ages 0-11 and the adult computer area for young adults (12-17) and adults (18 & up). The library also offers several catalog-only computers for patrons searching for materials within the library.
2. Each computer retains security software. All changes made to any public access computer will be automatically **deleted** when the computer is rebooted or shut down. Patrons are advised to save files on a removable drive, CD, or to email.
3. It is the responsibility of the user to load any software not owned by Liberal Memorial Library, although library staff will assist patrons to the best of their ability. All changes made to a computer will be deleted when the computer is re-booted or shut down.
4. Internet users must be aware that information (in any format) that is downloaded or printed from the Internet may be copyrighted. Unauthorized use or copying of information posted on the Internet may be prohibited.
5. Patrons are not to use the equipment in the public library in an unauthorized manner as described in the Kansas Criminal Code. Misuse of library equipment will result in loss of privileges and may result in expulsion from the public library and prosecution under the state statute.

A user will not use a library computer to:

- a. access or display information that is “obscene” or “harmful to minors” as defined by Kansas laws;
  - b. participate in any online venue (including but not limited to: email, chat rooms, social networking sites, or instant messaging) that uses information that is obscene as defined by Kansas law;
  - c. compromise or threaten the safety and security of minors when using email, chat rooms, and other forms of direct electronic communications;
  - d. 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;
  - e. attempt to gain unauthorized access to any data, computer, or network.
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6. Unauthorized Use, the Laws, and Illegal Materials
    - a. The Liberal Memorial Library complies with federal and state laws with a particular awareness of federal laws on the Children’s Internet Protection Act (CIPA) and the Neighborhood Children’s Internet Protection Act (NCIPA), copyright (U.S. Code, Title 17), and Kansas laws relating to obscenity (K.S.A. 21-4301; 21-4301a, and 21-4301c). The library and library users must comply

with these laws. Library users must respect the legal protection provided by copyright license to software, books, articles, and other electronic files.

- b. Specifically, as required by the Children's Internet Protection Act (CIPA), blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. To provide the definition required by CIPA and NCIPA, the phrase "matter...inappropriate for minors..." used in the federal law is regarded as synonymous with the definition of obscenity in K.S.A. 21-4301, 21-4301a, and 21-4301c.
7. The Liberal Memorial Library will comply with CIPA and NCIPA regarding the requirement to use a Technology Protection Measure (filtering). All library Internet computers will use a filter. However, this technology is not reliable and the library cannot be held responsible for prohibited information that might be displayed or for useful information that may be blocked. Library staff members are not responsible for monitoring use of and content accessed by patrons of any age. Parents or guardians, not library staff, are responsible for the information selected or accessed by their children or wards. Therefore, parents and guardians are advised to supervise children's Internet use.
8. Patrons who encounter web sites which they believe should be blocked but which are not, or who are prevented from accessing web sites which they believe should not be blocked may submit a complaint. This should be given in writing to the Liberal Memorial Library director or senior staff member in charge and include the URL of the site in question and whether the request is to block or unblock it. Complaints about enforcement of this policy or observed patron behavior which violate this policy shall also be submitted in writing to the Liberal Memorial Library director or senior staff member in charge, providing as much detail as possible.
9. Patrons of Liberal Memorial Library shall be prohibited from invading the privacy of a computer user. Each patron must comply with the public library's behavior policy and should be considerate of all library users and library staff.

Computer users must be aware that the U.S.A. Patriot Act gives authorities the legal right to access information from computers in the library.
10. Information resources available through the Internet exist beyond the scope of Liberal Memorial Library's Collection Development policy. Patrons should consider the source and timeliness of all information retrieved through the Internet. Liberal Memorial Library subscribes to several reputable databases that are available to our patrons.
11. The American Library Association's Freedom to Read Statement and the Library Bill of Rights are adopted policy of the Board of Trustees and Staff of the Liberal Memorial Library. There is a link to the current draft of the statement "Access to Digital Information, Services, and Networks" on the Liberal Memorial Library website.

The Board's interpretation of these documents may be tempered by community standards in regard to unauthorized use of computer equipment.

Developed under the direction of the Board of the Liberal Memorial Library, this Internet Safety Policy for adults and children was discussed and adopted during an open meeting of the Library Board on May 15, 2018. This policy supersedes all previous Internet Safety Policy statements of the Liberal Memorial Library and is effective on May 15, 2018.

This policy document will be reviewed by the Liberal Memorial Library Board as needed.