Atchison County Library
Failure to read or understand these rules does not excuse you from following these rules.
Public Computer/Internet Access Policy

This policy applies to all users of Atchison County Library computers. If you have questions about the policy, please contact the Library Director. The following policy statement regarding use of the Internet at Atchison County Library locations was adopted by the Atchison County Library Board of Trustees October 1998; amended February 2002; December 2002; August 16, 2004; December 12, 2005: September 14, 2011; June 13, 2016.

The Atchison County Library endeavors to develop resources, services and collections that meet the informational, educational, and recreational needs of our community. It is within this context that the Atchison County Library offers access to the Internet.

The Atchison County Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. Atchison County Library adheres to the standards required by Federal and State laws regarding restricting access to materials deemed harmful to minors or obscene through the use of content filtering software. The Library expressly disclaims any liability or responsibility arising from access to or information obtained through its Internet workstations, or any consequences thereof. Not all sources on the Internet provide accurate, complete, or current information. You need to be a good information consumer, questioning the validity of the information you find. The library also cautions minors and parents of minors that electronic mail, chat rooms, Instant Messaging and other forms of direct electronic communications are not safe or secure. Minors should never disclose, use, or disseminate personal identification information. The Internet is a worldwide community with a highly diverse user population, and it is your responsibility to use this resource wisely.

Staff Assistance
Staff provides limited assistance for basic start up procedures. Library staff cannot provide in-depth training concerning Internet jargon, search strategies, or personal computer use. Due to library scheduling, Internet-trained staff may not always be available.
Who Can Use a Library Computer
Anyone who is a registered borrower in good standing of the Atchison County Library.
Patrons must check out a computer at the circulation desk before each use. Check out statistics are tallied for statistical purposes.
Non-Resident Use
Non-resident use is available if the person is willing to leave a copy of their driver's license or official photo ID at the desk and sign the computer agreement form.
Non-residents may purchase a Library card for $25.00 a year and have unlimited access within the confines of the written Library Policy and Computer Use.

Sign-up Policy

Anyone using a computer must sign a document stating that they have read the Library's Internet use policy.

A parent or legal guardian must sign a consent form for anyone under the age of 18 who wishes to use a computer or access the Internet at the Library.

A parent, guardian or designated caregiver (18 years or older) must be present for minors to use a computer or access the Internet until the minor has completed the fifth grade.

Email

The library does not offer electronic mail accounts. Patrons may download their email if they know the Internet address of their private accounts on Hotmail, Yahoo Mail, Gmail, etc.

Time Limit and Reservations

One hour per use with an additional 30 minutes available if no one is waiting to use that station. Workstations may be reserved. They may be reserved up to two hours per day but the hours may not be consecutive. Patrons may not make reservations for more than four times a month. Reservations may not be made for more than one week in advance. No patron will be allowed to monopolize any time slot.

Number of Patrons per Computer

There will be no more than two patrons at a computer at one time. Both patrons must be registered and signed in.

Downloading

Only library-installed software programs may be stored or kept on any library computer hard drives. The public may use their USB Flash drives or Zip drives for personal storage. Librarians always have discretionary powers to reject use of patron's devices. The library is not responsible for any loss or damage to patron's property when downloading. **Do not download on the hard drive.**

> **WARNING: Software downloaded from the Internet may contain a virus and you need to have virus-checking software on your home computer. The Atchison County Library is not responsible for damage to a patron's property or computer, or for any loss of data, damage, or liability that may occur from patron use of the library's computers.**

Printing

Printers are available for patron use. Printing in black and white will cost 20 cents per page. Color printing is available for an additional fee.

Headphones

Patron may ask to use headphones for up to one hour at a time. Patrons will be held responsible for damage or loss of headphones. Price of replacement will be assessed and paid before patron is allowed to return to the computer.

Patrons may bring and use their own headphones if compatible with the computer.

"Splitters" will have the same usage guidelines as the headphones. Patron pays if splitter is lost or damaged.

You may not always be able to go to the places on the Internet you want to visit. There are many reasons, among them:

- There are too many Internet visitors and the host computer has closed or limited access from the "outside world".
- The database or resource is licensed to a particular institution, in which case you would need to be affiliated with the institution in order to get access.
- The host computer has changed its address or has closed down.
- The Library's Internet connection may be periodically and temporarily inoperable due to technical difficulties.
- Some sites are not accessible because they are filtered in accordance with the Federal Children's Internet Protection Act. Other sites are filtered at the discretion of the Library's Board of Trustees.

Security Guidelines

1. Users may not attempt to access security-related or confidential information.
2. System maintenance must be performed by the Library. No unauthorized software may be downloaded, installed, or executed.

Legal and Ethical Considerations

1. Users may not use an Internet site to misidentify or misrepresent themselves, the Library, or any of its policies, or to commit forgery or fraud in any manner.
2. Users may not employ Library equipment for purposes of libel, slander, or any form of harassment.
3. Users may not systematically employ Library Internet sites for personal communication or for commercial gain.
4. Computers are to be used for intended educational purposes. Patron access computers are not private, so users are expected to use good judgment in accessing sites that may be offensive to others. The library recognizes that although certain material may not be offensive to some it may be to others. The staff does reserve the right to ask a patron not to access a site that displays material that may be offensive to other library users.

Be advised that deliberate sending, receiving or displaying text or graphics in public which may be reasonable construed as obscene is in violation of current law (*Missouri Revised Statutes 573.010, Section 573.060*) and may result in suspension of library privileges.

Copyright

U.S. Copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Users may not copy or distribute electronic materials (including electronic mail, text, images, programs, or data) without the explicit permission of the copyright holder. Any responsibility for the consequences of copyright infringement lies with the user, and the Library expressly disclaims any liability or responsibility resulting from such use.

To be more specific, the following activities are not allowed:

- Violation of any applicable international, federal, state, or local laws, ordinances, rules or regulations.
- Public display of material from sites that may be deemed unlawful under federal or state statutes
- Deliberately bypassing the content filtering software without appropriate library staff authorization.

- Changing, altering, deleting, or any process, which impacts the software or equipment of the library or any computer on the Internet. (This includes placing icons of the library desktop or shortcuts on the desktop, which were not created by library staff.)
- Changing password, attempting to change passwords, or any other act which bypasses the library security, tracking, or login scripts installed on computers.
- Destruction of or damage to library machines or equipment.
- Authorization of monetary charges to the library for services or materials accessed through computers.
- Harassment of other users
- Libeling or slandering other users.
- Accessing pornographic sites or content that offends other patrons.
- Sending obscene or harassing emails.

WI-FI

1. Atchison County Library does not guarantee Wi-Fi accessibility at all locations within library.
2. By choosing to use this free service, patrons agree to abide by all applicable Library District policies. All library internet use is filtered to comply with state and federal laws and library policies. Requests to bypass the filters or access filtered websites cannot be considered.
3. The Library District does not guarantee the security of patrons' computers or data while they are using the District's wireless connection.
4. The Library District assumes no responsibility for the safety of equipment or for laptop computer or other wireless device configurations, security, or data files resulting from the connection to the Library District's wireless access.
5. The Library reserves the right to limit bandwidth on a per connection basis on the wireless network, as necessary, to ensure network reliability and fair sharing of network resources for all wireless users.
6. Users may not extend or modify the wireless network in any way. This includes adding access points or installing bridges, switches, hubs or repeaters. The Library reserves the right to remove or disable any unauthorized access points.
7. Printing to the library printers is not available from wireless devices.
8. Library staff is not able to provide technical assistance and no guarantee can be made that patrons will be able to make a wireless connection.

FAILURE TO COMPLY WITH ANY OR ALL OF THE ABOVE GUIDELINES WILL RESULT IN LOSS OF YOUR COMPUTER PRIVILEGES.
ILLEGAL ACTS INVOLVING LIBRARY RESOURCES MAY BE SUBJECT TO PROSECUTION BY LOCAL, STATE, OR FEDERAL OFFICIALS
IF YOU HAVE ANY PROBLEMS REPORT THEM TO THE STAFF IMMEDIATELY.