

KITCHIGAMI REGIONAL LIBRARY

INTERNET USE/SAFETY POLICY

Purpose: The purpose of this policy is to establish the Kitchigami Regional Library Board's position on freedom of information and the conditions under which Internet access is provided, in compliance with state and federal law.

Principle: The Internet, as an information resource, enables Kitchigami Regional Library System to provide information beyond the collections of its member libraries.

Users should be aware that the accuracy, completeness and currency of the information on the Internet vary widely. Users must be good information consumers and responsible for their use of the Internet.

KRLS subscribes to the ALA Library Bill of Rights: "... Materials should not be excluded because of the origin, background or views of those contributing to their creation."

Policy: KRLS receives federal funding for public Internet access and is required by the Children's Internet Protection Act (CIPA) to install filtering software on all Internet terminals. Unfiltered access is available to adults (17 and over) upon request, and to minors for bona fide research and other legal purposes on a site-by-site basis upon request.

KRLS affirms the right and responsibility of parents to provide guidance for their own children's use of all library materials and resources. As with all library materials, supervision of a child's access to the Internet is the responsibility of the parent or legal guardian.

Requests for unfiltered access must be directed to library staff and will be processed without significant delay. Permanent unblocking of individual sites requires completion of a Request for Reconsideration Form which is readily available from library staff, or on-line at www.krls.org.

Users may not use KRLS computers to access material "reasonably believed to be obscene or child pornography or material harmful to minors under federal or state law." KRLS provides filters on all computers in compliance with Minnesota legislation Omnibus K-12 Education, Article 5, Sec 27 [134.77] and with Public Law 106-554 Title XVII, the Children's Internet Protection Act.

Wireless access to the Internet provided by KRLS for public use is not filtered or secured. In order to gain access, users must agree to abide by the KRLS Internet Use/Safety Policy.

Guidelines for Use: All users of the Internet are expected to act in a responsible and legal manner. Some uses are unacceptable and violation may result in denials of service:

Unacceptable uses include but are not limited to:

1. Illegal activities
2. Invasions of personal or business privacy, including accessing or changing files, passwords or data belonging to others
3. Copyright or license violations
4. Modifying or tampering with any library computer equipment or software in any form
5. Destroying, harming or disrupting equipment, software and networks, including equipment or software at another location by using library connections
6. Tampering with filtering hardware or software
7. Misrepresenting identity as another user
8. Disclosing, using, or disseminating personal information regarding minors

Failure to comply: Failure to comply with the Internet Use guidelines will result in a staff request to discontinue the activity supported with a written warning. A second violation will result in a request to leave the facility and may lead to revocation of library privileges. Repeat offenders or persons ordered from the premises who do not comply may be subject to arrest and prosecution for trespassing.

Liability: KRLS assumes no responsibility for any damage, direct or indirect, that users or anyone else may suffer through KRLS access to the Internet. All Internet users agree to hold the library harmless from any claims, losses, damages or obligations.

Approved revision by KRL Board 3/15/07

INTERNET PROCEDURES

General

Internet and basic computer operation training is NOT offered by library staff. If you are new to the Internet a staff member can provide resources for learning how to use the Internet.

Patrons may not use their own program disks in library computers, only their own data disks.

Some uses of the library's Internet access are unacceptable. Please see the Internet Policy for some unacceptable uses.

Registration

All Internet users must register at the circulation desk. How long a person may use the Internet will be determined locally.

A sign up sheet will be available for people who wish to use the computer or to reserve time on the computer in advance.

People using the terminal should be aware of the previously reserved time period and be prepared to give up the terminal for another user.

No more than two users may be present at a terminal at one time.

Computers are equipped with privacy screens. These screens must remain in place.

Downloading files

All downloaded information from the Internet must be downloaded directly to a diskette, NOT to the hard drive of the PC. Downloaded files must NOT be accessed on library computers. Any shareware downloaded from the Internet should be taken to a home computer and tested. The library computers are not available for this purpose.

Please be aware of the amount of time necessary for downloading files and of people waiting to use the terminal. Many graphic files are large and take a considerable amount of time to download.

Users must provide their own 3.5-inch diskettes. These are available for purchase at the library.

Customer Complaint Process

A user who wishes to complain about an Internet site or about applications of this policy, use guidelines or procedures, may do so following the appropriate process.

1. Fill out an Internet Complaint form, specifying in writing the nature of the complaint, the URL(s) in question and the preferred method of redress and give the completed form to the Branch Manager.
2. The Regional Director will review the complaint and forward the site(s) in question to an employee committee for further review. A written response will be provided by the Director.
3. If the complaint resolution is not satisfactory, the user may request a meeting with the Director.

Failing resolution at this state, an application to appear before the KRL Board at its next regular meeting will be accepted.