

Kelso Public Library

Policy No. 501 (Adopted 3/29/2023)

Computer and Internet Use Policy

Purpose of the Computer and Internet Use Policy

501.1 The Kelso Public Library provides access to the Internet for patrons through public access computers as well as wireless access through patron-owned devices. This policy outlines any restrictions applied to Library computers and internet, defines the Library's privacy and monitoring rules, and establishes in-house use policies.

General Access Policies.

501.2 **No Age Restriction** - The Kelso Public Library does not limit access to public computers or the internet based on the age of the user. It is the responsibility of the user to determine what materials are appropriate and suitable for their use.

a) Parents of minor children assume responsibility for their children's use of the internet either through the Library's computers or the wireless network.

501.3 **Privacy** - The Library is a public environment shared by people of all ages. Users of the Library computers and internet should have no expectation of privacy. Other Library users may see what is being viewed or be involuntarily exposed to what is being viewed. Patrons must be respectful and sensitive to those around them. Users must not display images, sounds, or messages in a way that will negatively affect those who find them objectionable or offensive.

501.4 **Monitoring** - The Library staff routinely monitors public computers for users' compliance with Library policies.

501.5 **Records** - Library staff will treat all computer records and any content of patrons' files and the use of electronic files in accordance with the Confidentiality of Patron and Circulation Records Policy.

Computer and Internet Use Policies

501.6 To access the internet on a Library computer, patrons must use their own Library Card number or obtain a temporary guest pass.

a) Each library card holding individual is limited to two hours of Library computer access per day. Patrons initially receive two one-hour sessions and can add time to the end of their second session at the discretion of Library staff. All leftover time expires at the end of the same day.

b) Patrons who do not have a Library card may request a guest pass at the service desk. A guest pass is only valid for one hour and expires at the end of the day it is provided.

501.7 There is no guarantee that a wireless device will work with the Library's wireless network, nor a guarantee that the network will be available at any specific time.

501.8 Library staff will provide limited guidance for computer use, application use or wireless settings. Library staff will not perform changes to computer settings or maintenance on a user's personal wireless device.

501.9 The Library may place additional limitations on the time and manner of computer use in order to allocate computer and internet access as equitably as possible.

501.10 Users shall comply with any signage regulating use.

Rules for the Library's Public Computer Use

501.11 Use of the internet and computers are governed by the Library's Rules of Conduct policies and these acceptable use provisions:

- a) Users will relinquish use of the terminal when their time has elapsed.
- b) Users may not attempt to run or execute programs or applications from personal storage media.
- c) Users may save files and downloads to supported removable media. The Library is not responsible for damage to personal media or for any corruption of data.
- d) Users will exercise reasonable care in the use of the equipment and software at all times.
- e) Users must notify Library staff of any malfunction in the equipment and software that may occur while the station is in their care.

501.12 The following behaviors are prohibited while accessing the library's computers and the Internet:

- a) Editing or altering system files.
- b) Engaging in any activity, which purposefully seeks to gain unauthorized access to resources, or disrupts the intended use of the computers.
- c) Knowingly introducing a virus or other malware.
- d) Reading or attempting to read another person's computer use or compromise the privacy of users.
- e) Subjecting other Library patrons or staff to images which could be considered objectionable including but not limited to pornographic or violent images.
- f) Using another person's Library card account to access computers.
- g) Engaging in threatening or harassing behavior.
- h) Interfering with others' use of computers or electronic devices.
- i) Accessing, disseminating, downloading, viewing, streaming or printing information in violation of copyright laws.
- j) Engaging in or attempting to engage in any activity that would be a violation of any federal, state or local criminal statute or ordinance.
- k) Destroying, damaging, or defacing library equipment or software, or using them in a manner to bypass security, cause injury, or interrupt services.

Filtering

501.13 The Kelso Public Library uses filtering software to block malicious websites and some adult related content bearing websites.

501.14 Internet users may request access to a particular site that they feel has been inappropriately blocked.

a) Decisions about whether to unblock a site will be in accordance with Kelso Public Library policies and the final decision will be made by the Library Director.

Disclaimer/Liability

501.15 Use of any of the Library's computers and wireless networks is at the sole risk and discretion of the user. This means that it is the user, and not the Library, who would be responsible for any damage to the user's own computers, devices, or equipment while connected to the library's wireless network or while connected to any of the library's computers.

501.16 The security of information or transactions while using the library's computers or wireless networks is not guaranteed. Internet users are responsible for the websites they access and use the Internet at their own risk. Commercial or personal use of the Internet, such as credit card purchases, stock trades, bank transactions, filing tax documents or using remote personal or business systems are at the user's own risk. The Kelso Public Library's public network environment is open to all users, thus there is a possibility of interception of information or illegal access by malicious users or software.

501.17 The Internet is a decentralized, unmoderated global network. The Kelso Public Library has no control over the content found there and is not responsible for the availability, accuracy or validity of information obtained, displayed, or printed from the Internet. The Library does not guarantee the privacy of any Internet sessions, nor is it responsible for the security of information transmitted and received during any Internet sessions.

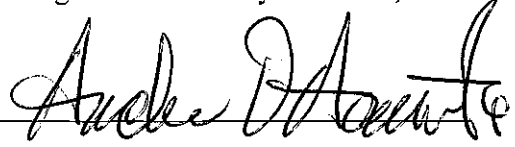
501.18 Any injury or damages incurred by users of computers or the Library's wireless connections are the sole responsibility of the user. The City of Kelso and the Kelso Public Library assumes no responsibility for damage or theft which occurs while using the library's Internet connection, through either library equipment or a personal device.

Citations and References:

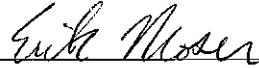
RCW 27.12.270__ sets out the authority of the Library to establish reasonable rules and regulations for the use of the library to assure the greatest benefit to the greatest number of people.

Bradburn re NRLD, 168 Wn.2d.789 (2010) (application of reasonable filter relating to content on public-use library computers did not violate State constitution).

Signed this 29th day of March, 2023

A handwritten signature in black ink, appearing to read "Andrew Hamilton", written over a horizontal line.

Andrew Hamilton, City Manager

A handwritten signature in black ink, appearing to read "Erik Moser", written over a horizontal line.

Erik Moser, Library Director