



KEENE MEMORIAL LIBRARY COMPUTER AND INTERNET POLICY

1. Public Internet and computer access is available at the library without charge. Many online databases and information sites may be accessed through the Internet. In addition, the library provides software for word processing, database research, and children's educational and recreational games. There may be student computers available for school use. Please ask at the Circulation Desk.
2. Library staff members are available to assist users with logging on to computers and to troubleshoot basic computer problems as time permits. The library does not provide extended one-on-one assistance with specific programs or internet use.
3. Internet users are responsible for content selected for viewing. Because they are prohibited by Nebraska Statutes 28-807(6) and 28-807(10), obscene material, material harmful to minors, and gambling sites are blocked from viewing on all computers. The library uses a filter which is continuously updated. If you feel that the site you wish to view has been unnecessarily blocked, inform a library staff member and the site may be temporarily unblocked.
4. Individual users are responsible for observing Federal, State and local laws including copyright and damage to equipment and software. Patrons may not violate licensing agreements or copyright laws (Title 14, US Code).
5. Information available through the Internet is not warranted by Keene Memorial Library to be accurate, authoritative, factual or complete. Users must be responsible for verifying the accuracy of any material.
6. The person using the keyboard of a computer must hold the library card used to sign in on the computer. Computers are limited to two users at a time.
7. Library customers that are minors must have a signed parent permission form prior to accessing the computers or be seated with a parent/guardian. If you are a Midland student, you may get a library card using your student ID.
8. Library staff does not supervise users of resources, e-mail or chat regardless of a user's age. Parents or legal guardians may restrict only their own children's access to Internet resources.
9. The Library Director and staff may establish time limitations and usage schedules for Internet and other computer use. Present time allowances are three (3) hours per day for each visitor or cardholder. Use of another person's card to access additional internet time may be grounds for loss of privileges.
10. Computers must be vacated 10 minutes prior to closing without exception as the computers are automatically scheduled to shut off. The library utilizes a computer and print management system which usually notifies customers of the time remaining on the computer. However, all customers are responsible for keeping track of their time, and staff cannot guarantee time on any computer in the library.
11. Data may be saved or downloaded to a user's personal storage device. 1 GB flash drives are available for \$5.00 at the circulation desk. Data may not be downloaded to any library hard drive.

The library is not responsible for damage to any user's storage device or computer, or any loss of data, damage, or liability that may occur from patron use of the library's computers or internet.

12. Vandalism will result in immediate loss of Computer and Internet privileges. Vandalism is defined as any malicious attempt to harm or destroy the data of another user or any other network, and/or the destruction or damaging of library computers and associated hardware.
13. The Library Director or their designated representatives may restrict access to computers and the internet if any patron fails to abide by the rules.
14. Black and white printouts cost 10 cents per page or 50 cents per page for color.
15. Police will be notified of any illegal activity found on the computers, such as child pornography.

Approved by the Board of Trustees of the Keene Memorial Library
September 18, 2017

Recommended by the Board of Trustees
September 18, 2017

Approved by the City Council
September 26, 2017