

Dodge City Public Library

Technology Use Policy

Adopted: 11/27/2007

I. TECHNOLOGY USE POLICY (PATRONS)

a. INTRODUCTION

- i. COMPUTER USE INCLUDES THE MANAGEMENT OF COMPUTER DATA NETWORKS AND THE RESOURCES THEY MAKE AVAILABLE, AS WELL AS STAND-ALONE COMPUTERS THAT ARE OWNED BY THE DODGE CITY PUBLIC LIBRARY. THIS POLICY REFLECTS THE ETHICAL PRINCIPLES OF THE DODGE CITY PUBLIC LIBRARY AND INDICATES, IN GENERAL, THE PRIVILEGES AND RESPONSIBILITIES OF LIBRARY PATRONS AND STAFF.

b. MISSION

- i. THE MISSION OF THE DODGE CITY PUBLIC LIBRARY IS TO PROVIDE FREE, OPEN AND EQUAL ACCESS TO INFORMATION, IDEAS AND MATERIALS TO ALL MEMBERS OF THE COMMUNITY.

c. USAGE INFORMATION

- i. **USERS THAT ACCESS NETWORKS OUTSIDE OF THE DODGE CITY PUBLIC LIBRARY WILL ABIDE BY THE SAME POLICY AS THE PROCEDURES THAT ARE ESTABLISHED BY ITS ADMINISTRATORS AND STAFF OF OUR NETWORK AND FACILITIES.**
- ii. **THE USE OF THE COMPUTERS AT DODGE CITY PUBLIC LIBRARY TO ACCESS THE INTERNET (WIRED OR WIRELESS) IS A PRIVILEGE AND ACCESS IS VOLUNTARY.**

d. TIME LIMITS

- i. **PATRONS USING COMPUTERS IN THE COMPUTER LAB ARE LIMITED TO 60 MINUTES USE AND COMPUTERS THAT ARE NOT IN THE LAB ARE LIMITED TO 30 MINUTES OF USAGE. THE LIMIT IS SET AND REGULATED BY A TIME MANAGEMENT SERVER. 10 MINUTE AND 30 MINUTE EXTENSIONS ARE GIVEN AT THE END OF THE SESSION RESPECTIVELY.**
- ii. **FURTHER TIME EXTENSIONS MAY BE GIVEN DEPENDING ON THE PURPOSE OF THE EXTENSION, WHICH IS GRANTED ON A CASE BY CASE BASIS.**

e. OTHER LIMITATIONS

- i. **A PATRON MAY NOT HAVE ACCESS TO THE COMPUTERS OR INTERNET IF THE USER HAS A STATUS OF BLOCKED OR BARRED.**
- ii. **PARENTS MAY REQUEST THAT THEIR CHILD NOT USE THE INTERNET.**
- iii. **PATRONS MISUSING THE COMPUTERS OR INTERNET MAY BE BLOCKED OR BARRED FROM USING THE COMPUTER AND INTERNET UNTIL THE PATRON IS IN GOOD STANDING.**

f. PRIVACY STATEMENT

- i. **GENERALLY THE INFORMATION STORED ON DODGE CITY PUBLIC LIBRARY COMPUTERS AND ITS RESOURCES IS TREATED AS CONFIDENTIAL.**

- ii. INFORMATION USED ON WEB SITES, HOWEVER, IS SUBJECT TO THE INDIVIDUAL WEB SITE'S PRIVACY STATEMENT.
- iii. REQUEST FOR DISCLOSURE OF INFORMATION WILL BE HONORED UNDER THE FOLLOWING CONDITIONS:
 - 1. WHEN APPROVED BY LIBRARY ADMINISTRATOR;
 - 2. WHEN AUTHORIZED BY OWNERS OF INFORMATION;
 - 3. WHEN REQUIRED BY FEDERAL, STATE, OR LOCAL LAW.
- iv. PATRONS WILL BE GIVEN PRIOR NOTICE OF SUCH DISCLOSURE UNLESS IT IS INAPPROPRIATE.
- v. USERS NEED TO BE AWARE THAT ELECTRONIC E-MAIL AND CHAT IS NOT A SECURE MEANS OF COMMUNICATION AND IS VULNERABLE TO UNAUTHORIZED ACCESS AND MODIFICATION.

g. USER RESPONSIBILITY

- i. THE PATRON IS RESPONSIBLE FOR THE CORRECT USE OF TOOLS AVAILABLE FOR MAINTAINING THE SECURITY OF THE INFORMATION ON THE COMPUTER. THE FOLLOWING PRECAUTIONS ARE STRONGLY RECOMMENDED:
 - 1. INFORMATION SUCH AS CARD NUMBERS AND PIN NUMBERS SHOULD NOT BE SHARED WITH OTHERS.
 - 2. PATRONS SHOULD REQUEST THAT THEIR PIN NUMBER BE CHANGED PERIODICALLY.
 - 3. PATRONS SHOULD BE AWARE THAT FILES AND INFORMATION ARE NOT 100% SECURE.

4. PATRONS SHOULD BE AWARE OF COMPUTER VIRUSES AND OTHER DESTRUCTIVE PROGRAMS AND SHOULD TAKE PRECAUTIONS TO PROTECT THEMSELVES FROM BECOMING A VICTIM OF SUCH ATTACKS.
- ii. IT IS THE PATRON'S RESPONSIBILITY FOR THE RESOLUTION OF PROBLEMS RELATED TO IMPROPER USE, LOSS OF DATA, THE INVASION OF PRIVACY, OR PERSONAL INJURY. THE DODGE CITY PUBLIC LIBRARY ASSUMES NO LIABILITY FOR LOSS OR DAMAGE TO PATRON'S DATA OR FOR ANY PERSONAL INJURY ARISING FROM INVASION OF PRIVACY.

h. LEGAL USE

- i. THE PUBLIC AND STAFF MAY ONLY USE COMPUTING RESOURCES FOR LEGAL PURPOSES. UNACCEPTABLE USE INCLUDES BUT IS NOT LIMITED TO THE FOLLOWING EXAMPLES:
 1. HARASSMENT OF OTHER PATRONS OR STAFF.
 2. LIBELING OR SLANDERING OTHER PATRONS OR STAFF.
 3. DESTRUCTION TO EQUIPMENT, SOFTWARE, OR DATA BELONGING TO DODGE CITY PUBLIC LIBRARY.
 4. DISRUPTION OR UNAUTHORIZED MONITORING OF ELECTRONIC COMMUNICATIONS.
 5. UNAUTHORIZED COPYING OF COPYRIGHT-PROTECTED MATERIALS.
 6. CONDUCTING ILLEGAL ACTIVITIES OF ANY KIND.

i. ETHICAL USE

- i. LIBRARY COMPUTING RESOURCES ARE TO BE USED IN ACCORDANCE WITH THE LIBRARY'S ETHICAL STANDARDS. UNACCEPTABLE USE (SOME OF WHICH MAY HAVE LEGAL CONSEQUENCES) INCLUDES BUT IS NOT LIMITED TO THE FOLLOWING EXAMPLES:

1. VIOLATION OF COMPUTER SYSTEM SECURITY;
2. UNAUTHORIZED USE OF COMPUTER SYSTEMS, ACCESS CODES, NETWORK IDENTIFICATION NUMBERS ASSIGNED TO OTHERS;
3. USE OF COMPUTER COMMUNICATIONS FACILITIES IN WAYS UNNECESSARILY IMPEDING THE COMPUTING ACTIVITIES OF OTHERS, SUCH AS RANDOMLY INITIATING ELECTRONIC COMMUNICATIONS (CHAT) OR E-MAIL EXCHANGES (SPAM), OVERUSE OF INTERACTIVE NETWORK UTILITIES, AND SO FORTH;
4. VIOLATION OF SOFTWARE LICENSE AGREEMENTS
5. VIOLATION OF NETWORK USAGE POLICY AND REGULATIONS.
6. VIOLATION OF ANOTHER PATRON'S PRIVACY.

j. COOPERATIVE USE

- i. THE DODGE CITY PUBLIC LIBRARY ENDORSES THE PRACTICE OF COOPERATIVE COMPUTING. THIS INCLUDES BUT IS NOT LIMITED TO THE FOLLOWING:

1. REFRAINING FROM THE OVERUSE OF CONNECTED TIME, INFORMATION STORAGE SPACE, PRINTING FACILITIES, DOWNLOADING, OR PROCESSING CAPACITY.
2. REFRAINING FROM THE OVERUSE OF INTERACTIVE NETWORK UTILITIES.
3. REFRAINING FROM USE OF SOUNDS AND VISUALS WHICH MAY BE DISRUPTIVE TO OTHERS.
4. REFRAINING FROM USING ANY COMPUTING RESOURCE IN AN IRRESPONSIBLE MANNER.

k. SANCTIONS

- i. VIOLATORS OF ANY PART OF THIS POLICY WILL HAVE THEIR LIBRARY PRIVILEGES SUSPENDED OR REVOKED AT THE SOLE DISCRETION OF LIBRARY ADMINISTRATION. VIOLATORS OF THE LIBRARY ELECTRONIC RESOURCES WILL HAVE THEIR LIBRARY

PRIVILEGES SUSPENDED OR REVOKED AT THE SOLE DISCRETION OF LIBRARY ADMINISTRATION. ILLEGAL ACTS INVOLVING LIBRARY COMPUTING RESOURCES MAY ALSO BE SUBJECT TO PROSECUTION BY LOCAL, STATE, OR FEDERAL AUTHORITIES.

I. DISPLAY AND DISSEMINATION OF SEXUALLY EXPLICIT MATERIAL

- i. USE OF ANY COMPUTING RESOURCE TO DISPLAY OR DISSEMINATE SEXUALLY EXPLICIT MATERIAL OR SEXUALLY SUGGESTIVE (OBSCENE/PORNOGRAPHIC) MATERIAL ON LIBRARY PROPERTY IS PROHIBITED. VIOLATORS WILL BE REMOVED FROM THE PROPERTY AND THEIR LIBRARY PRIVILEGES REVOKED FOR LIFE.**
- ii. IN ACCORDANCE WITH CIPA, THE DODGE CITY PUBLIC LIBRARY FILTERS AND BLOCKS OBSCENE CONTENT FROM BEING VIEWED BY PATRONS AS DEFINED IN K.S. 21-4301C CONCERNING PROMOTION TO MINORS OF OBSCENITY HARMFUL TO MINORS AND IN A REFERENCE TO SECTION 1460 OF TITLE 18, U.S. CODE. THE LIBRARY RESERVES THE RIGHT TO REMOVE ANY PATRON FOR VIEWING MATERIAL THAT IS DEEMED OBSCENE AT ANY TIME.**

m. INTERNET DISCLAIMER

- i. THE INTERNET IS A WORLDWIDE NETWORK AND THEREFORE THE INTERNET HAS NO GOVERNING AGENCY TO CONTROL THE USERS OF THIS CONTENT. THE INFORMATION CONTAINED ON THE INTERNET MAY BE CONTROVERSIAL. THE LIBRARY CANNOT PROTECT PATRONS FROM ALL OFFENSIVE MATERIAL.**
- ii. THE ACCURACY OF INFORMATION ON THE INTERNET IS TO BE DETERMINED BY THE PATRON AND IT IS UP TO THE PATRON TO USE IT AT HIS/HER OWN RISK. IT IS UP TO THE PARENTS OR GUARDIANS OF MINORS TO EDUCATE THEIR CHILDREN ON SAFE INTERNET USAGE PRACTICES. THE PARENT ASSUMES RESPONSIBILITY FOR THEIR CHILDREN'S USE OF THE INTERNET THROUGH THE LIBRARY'S INTERNET CONNECTION.**

n. LIMITATION AND LIABILITY

- i. ALL PATRONS USING LIBRARY COMPUTER RESOURCES MUST CLICK “OK” WHEN AGREEING TO THE COMPUTER USAGE POLICY WHEN LOGGING ON.**

- 1. “BY LOGGING ON TO THIS COMPUTER YOU AGREE TO AND WILL ABIDE BY THE TERMS OF THE TECHNOLOGY USAGE POLICY (TUP). YOU (THE USER) UNDERSTAND THAT NOT COMPLYING WILL RESULT IN SUSPENSION OR REVOCATION OF LIBRARY PRIVILEGES. DCPL ASSUMES NO LIABILITY AS LISTED IN TUP.”**

o. SIGN UP

- I. PARENTS HAVE TO SIGN A FORM GIVING THEIR MINOR CHILDREN PERMISSION TO USE THE INTERNET.**
- II. THE LIBRARY DOES NOT HAVE THE LEGAL AUTHORITY TO ACT “IN LOCO PARENTIS” (IN PLACE OF PARENTS) AND LIBRARY STAFF ARE NOT RESPONSIBLE FOR YOUR CHILD’S USE OF THE INTERNET.**

p. OTHER ELECTRONIC TECHNOLOGY

- i. USAGES OF OTHER ELECTRONIC TECHNOLOGY RESOURCES ARE LIMITED TO THE LIBRARY ONLY. EQUIPMENT WILL NOT LEAVE THE BUILDING FOR ANY REASON.**

q. INTERNET FILTERING

- I. THE LIBRARY USES FILTERS ON ALL PUBLIC COMPUTERS.**
- II. IF YOU (THE PATRON) FEEL A WEBSITE IS BLOCKED BY THE INTERNET WEBSITE FILTER IN ERROR, YOU CAN SUBMIT A REQUEST VIA E-MAIL ON THE BLOCK PAGE THAT APPEARS AT THE WEBSITE THAT IS BEING BLOCKED.**

1. THE WEBSITE HAS TO BE REVIEWED BY A THREE PERSON COMMITTEE BEFORE THAT WEBSITE CAN BE ALLOWED TO BY-PASS THE INTERNET FILTER.
 2. THE COMMITTEE WILL BE COMPRISED OF: IT STAFF, PUBLIC SERVICES OR CIRCULATION PERSONNEL, AND A LIBRARY ADMINISTRATOR.
 3. MEETINGS OF THE COMMITTEE OCCUR AS NEEDED.
- ii. A LIST OF CUSTOM BLOCKED WEBSITES IS AVAILABLE ON REQUEST.
 - iii. ADULTS 18 YEARS OLD OR OLDER MAY REQUEST TO OVERRIDE THE FILTER FOR NO LONGER THAN THE TIME REMAINING IN THE CURRENT SESSION TO VIEW BLOCKED WEB MATERIAL.
 - iv. IN ACCORDANCE WITH CIPA, MINORS MAY NOT HAVE THE FILTER OVERRIDDEN. PARENTS, IF PRESENT, MAY REQUEST THE FILTER BE OVERRIDDEN FOR THEIR CHILD ONLY IN THE CASE OF RESEARCH, PROVIDED THE PARENT IS PRESENT AT THE COMPUTER WITH THE CHILD.

II. TECHNOLOGY USAGE POLICY (STAFF)

a. GENERAL

- i. STAFF WILL PROVIDE MATERIALS SUCH AS PAPER AND FLOPPY DISKS, CD'S AND DVD'S FOR ANY PERSONAL USE.
- ii. LIBRARY STAFF ARE PROHIBITED FROM USING LIBRARY COMPUTERS TO SELL PRODUCTS OR SERVICES FOR PERSONAL GAIN.

b. SECURITY

- i. LIBRARY STAFF WILL NOT USE LIBRARY COMPUTER RESOURCES TO VIOLATE THE USER AUTHENTICATION OR SYSTEM SECURITY OF ANY HOST, NETWORK, OR OTHER COMPUTER

LOCATED HERE OR ELSEWHERE. THE EMPLOYEE WILL NOT INTERFERE WITH THE SERVICES OF ANY HOST, NETWORK, OR COMPUTER BY INTENTIONALLY CRASHING, DISRUPTING OR OVERLOADING ITS OPERATION.

- ii. LIBRARY STAFF WILL NOT MISUSE THEIR AUTHORIZED ACCESS TO PERFORM TASKS OUTSIDE THEIR DEPARTMENTAL DUTIES. BIBLIOGRAPHIC INFORMATION WILL NOT BE ALTERED UNLESS EMPLOYEE HAS SPECIFIC RESPONSIBILITY TO DO SO.
- iii. LIBRARY EMPLOYEES ARE ENCOURAGED NOT TO SHARE LOGIN INFORMATION WITH ANY OTHER STAFF OR PATRON. STAFF SHOULD REQUEST THAT THEIR PASSWORDS BE CHANGED ON A REGULAR BASIS TO MAINTAIN COMPUTER SECURITY.
- iv. LIBRARY STAFF IS REQUIRED TO REPORT IN WRITING ANY VIOLATION OF SYSTEM SECURITY OR OPERATION BY OTHER STAFF OR OUTSIDE PARTIES, TO THEIR DEPARTMENTAL HEAD OR IT TECHNOLOGY STAFF.

c. HARDWARE

- i. LIBRARY STAFF WILL NOT ADD, REMOVE, OR MODIFY EXISTING MOTHERBOARDS, SUPPORT BOARDS, DRIVES, OR OTHER PERIPHERALS EXCEPT BY TECHNOLOGY STAFF. LIBRARY STAFF WILL NOT RECONFIGURE BIOS, WINDOWS/LINUX FILE SYSTEM, AND REGISTRY OR ANY OTHER OPERATING SYSTEM FILES EXCEPT BY IT OR TECHNOLOGY STAFF.
- ii. LIBRARY STAFF SHOULD BE VERY CAREFUL WHEN EATING OR DRINKING TO AVOID DAMAGING COMPUTERS OR OTHER ATTACHED COMPONENTS. LIBRARY STAFF CAN BE HELD LIABLE FOR DAMAGES CAUSED BY THEIR CARELESSNESS.

d. SOFTWARE

- i. LIBRARY STAFF WILL NOT MAKE ILLEGAL COPIES OF ANY OPTICAL OR MAGNETIC MEDIA.
- ii. LIBRARY EMPLOYEES MAY MAKE ARCHIVAL COPIES PROVIDED THEY ARE NOT USED OR TRANSFERRED SEPARATELY FROM THE ORIGINAL PROGRAM.

iii. LIBRARY STAFF CAN USE PERSONAL SOFTWARE PENDING APPROVAL FROM THE IT/TECHNOLOGY MANAGER. THE USE OF UNAUTHORIZED SOFTWARE MUST BE REPORTED TO THE IT/TECHNOLOGY MANAGER.

1. EMPLOYEES ARE RESPONSIBLE FOR ADHERING TO THE TERMS AND CONDITIONS OF THEIR PERSONAL SOFTWARE. IT IS THE RESPONSIBILITY OF THE STAFF MEMBER TO CHECK THE SOFTWARE FOR MALWARE BEFORE USE ON LIBRARY EQUIPMENT.

e. E-MAIL

- i. LIBRARY STAFF IS PROHIBITED FROM USING E-MAIL FOR SUCH ILLEGAL ACTIVITIES AS CHILD PORNOGRAPHY, COPYRIGHT VIOLATION, OBSCENITY (AS DEFINED IN K.S. 21-4301C CONCERNING PROMOTION TO MINORS OF OBSCENITY HARMFUL TO MINORS AND IN A REFERENCE TO SECTION 1460 OF TITLE 18, U.S. CODE), LIBEL, THEFT, AND THREATS.**
- ii. LIBRARY STAFF IS PROHIBITED FROM HARASSING STAFF THROUGH E-MAIL. STAFF IS ALSO PROHIBITED FROM SENDING CHAIN LETTERS, LETTER-BOMBS, SPAM, AND SIMILAR MISUSES OF SYSTEM RESOURCES.**
- iii. IF A MEMBER OF THE LIBRARY STAFF HAS ASKED FOR ANOTHER STAFF MEMBER TO REFRAIN FROM SENDING E-MAIL (EXCEPT STRICTLY BUSINESS E-MAILS), THAT REQUEST SHOULD BE RESPECTED AND ADOPTED.**
- iv. IF A LIBRARY STAFF MEMBER RECEIVES UNWANTED E-MAIL, THE STAFF MEMBER SHOULD REPORT IT TO THEIR IMMEDIATE SUPERVISOR OR IT/TECHNOLOGY STAFF. EITHER THE IMMEDIATE SUPERVISOR OR IT/TECHNOLOGY STAFF CAN ASK THE ORIGINATOR TO REFRAIN FROM SENDING FURTHER E-MAIL MESSAGES.**

- v. THE LIBRARY STAFF SHOULD ONLY SUBSCRIBE TO E-MAIL LISTS THAT ARE DIRECTLY RELATED TO THE INDIVIDUAL EMPLOYEE'S LIBRARY RESPONSIBILITY OR PROFESSIONAL DEVELOPMENT.
- vi. PERSONAL USE OF LIBRARY E-MAIL SHOULD BE LIMITED.
- vii. LIBRARY STAFF WILL NOT FALSIFY, FORGE, OR OTHERWISE DISGUISE THE IDENTIFYING INFORMATION IN MESSAGE HEADERS. PROPER CREDIT AND CITATIONS SHOULD BE FOLLOWED WHEN FORWARDING OR QUOTING FROM OTHERS' MESSAGES.
- viii. LIBRARY STAFF SHOULD BE AWARE THAT E-MAIL PRIVACY CANNOT BE GUARANTEED, SO SENDERS SHOULD EXERCISE CAUTION WHEN E-MAILING SENSITIVE OR CONFIDENTIAL INFORMATION.

f. OTHER

- i. NEW FULL-TIME EMPLOYEES ARE GIVEN AN E-MAIL USERNAME BASED ON THEIR NAME AND A PASSWORD IN ORDER TO GET AN E-MAIL ACCOUNT. ACCESS TO THEIR E-MAIL IS PROVIDED THROUGH UNIX-BASED PINE OR WINDOWS-BASED MICROSOFT OUTLOOK.
- ii. EMPLOYEES WILL BE DELETED FROM ANY GLOBAL DISTRIBUTION LIST UPON TERMINATION. PERSONAL E-MAIL CAN BE RE-DIRECTED FOR A PERIOD OF ONE WEEK IF REQUESTED.
- iii. DODGE CITY PUBLIC LIBRARY PROGRAMS AND FILES THAT ARE STORED OR CREATED ARE THE PROPERTY OF THE LIBRARY AND MAY NOT BE REMOVED BY THE EMPLOYEE WHEN TERMINATED. EMPLOYEE OWNED PROGRAMS AND FILES WHICH REMAIN ON THE COMPUTER WILL BE REMOVED BY IT/TECHNOLOGY STAFF.
- iv. TRAINING MATERIALS (PRINT AND ELECTRONIC), ONLINE HELP, AND INDIVIDUAL ASSISTANCE BY IT/TECHNOLOGY STAFF AND/OR DEPARTMENTAL MENTORS WILL BE

AVAILABLE FOR THE MOST GENERALLY USED, LIBRARY PROVIDED SOFTWARE. ADVANCED TRAINING WILL BE PROVIDED AS LIBRARY RESOURCES ALLOW.

g. OTHER TECHNOLOGY

- i. OTHER ELECTRONIC EQUIPMENT CANNOT BE USED OUTSIDE THE LIBRARY EXCEPT FOR EQUIPMENT NEEDED TO CONDUCT LIBRARY BUSINESS.**

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