

5. Technology

Copy and Fax Machine Use

The library has a copy machine and fax machine available for public use. Cost is commensurate with the expense of the service.

Internet Access and Public Computer Safety Policy

The Marysville Public Library provides access to the Internet at public access computers in the library to support its mission, connecting everyone to the online world of information and ideas. The library also offers free wireless Internet access within the library. The wireless Internet we offer may be unfiltered. By choosing to use this free service you are agreeing to the libraries Internet Access and Public Computer Safety Policy. The wireless network is not secure.

Customers who use the library's computers or wireless network to access the Internet must abide by state and federal laws, particularly those ensuring the safety of minors, and follow the policies of the library.

Use of the library's computers or wireless network to access the Internet constitutes agreement with this policy.

Unacceptable use includes, but is not limited to:

- Accessing or exhibiting visual depictions that are child pornography, harmful to minors, or obscene as defined by the Kansas Children's Internet Protection Act (K.S.A. Supp. 2013 75-2589)
- Violating individual privacy rights, including unauthorized disclosure, use and dissemination of personal information regarding minors
- Sending harassing messages to other computer users
- Accessing or attempting to access secure data in an unauthorized manner
- Damaging or attempting to damage computer equipment or software
- Interfering with system operations, integrity, or security
- Violating copyright laws and software licensing agreements

A customer who is observed using a workstation in an unacceptable manner may be subject to:

- Immediate termination of the Internet session
- Suspension of computer use or other library privileges
- Notification of appropriate law enforcement officials
- Prosecution

Other protocols for use include:

- The library staff reserves the right to limit the number of users at a workstation at any given time.

- Patrons sign up for a public internet access computer at the Circulation Desk. If all computers are in use and there are users that have been on over one hour, whomever has been on the longest will be asked to end their session immediately.
- Printing in black and white or color is available from the internet computers for a fee payable at the circulation desk.
- Internet access users are not allowed to use the Marysville Public Library name, address or phone number in any way.
- Virus checking software is loaded on library Internet terminals. Patrons use the library equipment at their own risk.
- Staff will help patrons on the computer as their ability and time allows.
- The Library assumes no responsibility for the safety of equipment or for notebook/laptop computer or other wireless device configurations, security, or data files resulting from connection to the Libraries' wireless access.

Social Media and Web Presence

Policy Statement:

The Marysville Public Library uses and participates in various media and social networking software to provide services and information and to build connections with people in the community. The purpose of this policy is to establish guidelines for the use and maintenance of the library's digital presence.

Definition:

Digital presence includes websites or applications that allow users to find and share information. Examples include but are not limited to Facebook, the library's website, and Instagram.

REGULATIONS:

1. The development of digital presence and social media tools must clearly support the library's service roles, goals and objectives, and operation. Development of new digital and social media will be reviewed by the Library Director.
2. The role and utility of social networking sites will be evaluated periodically by staff and may be terminated at any time as deemed appropriate by the library.
3. Public comment and posting to the library's social media outlets is encouraged. The library is not responsible for public comment, and reserves the right to review all comments and postings and delete those that are inconsistent with the content created by the library. The library may block individuals who post comments that fall in the following categories:
 - a. Obscene, sexist or racist content
 - b. Harassment of other users or staff
 - c. Potentially libelous and slanderous statements
 - d. Plagiarizing or posting copy-righted material without permission or authority
 - e. Information of a private or personal nature

- f. Comments, postings or links not related to the content created by the library staff
 - g. Comments, postings or links not related to the content created by customers
 - h. Advertisement and solicitation
4. Social networking records are transitory. Records from third-party sites are not stored by the library. Records are not retained after administrative or reference value has been served.
 5. Some social media tools are governed by the terms of a third-party service provider. Users should be aware that third party services have their own privacy policies and should proceed accordingly.

Internet Safety Policy

Introduction

Public access to the Internet and online services have become an integral part of the Marysville Public Library's programs and services. The intent of this policy is to meet the provisions of the Kansas Children's Internet Protection Act, as well as provide guidelines for patrons and staff regarding online computer use of Internet accessible computers.

The purpose of the Internet Safety Policy of Marysville Public Library is to implement and enforce technology protection measures to: ensure that no minor has access to visual depictions that are child pornography, harmful to minors, or obscene; and ensure that no person has access to visual depictions that are child pornography or obscene while using a public access computer.

Developed under the direction of the Board of the Marysville Public Library, this Internet Safety Policy was discussed and adopted during an open meeting of the Library Board on 10/27/2021. This policy supersedes all previous Internet Safety Policy statements of the Marysville Public Library and is effective on 10/27/2021.

This policy document will be reviewed by the Marysville Public Library Board at least every three years.

Legal Requirements

The Marysville Public Library Internet Safety Policy complies with the applicable requirements of subsection (b) and L. 2013, ch. 98, sec. 1, and amendments thereto, commonly known as the Kansas Children's Internet Protection Act.

The Marysville Public Library has in place a policy of Internet safety for minors, including the operation of a technology protection measure or other process that blocks or filters online access to visual depictions that are child pornography, harmful to minors or obscene as defined in L. 2013, ch. 98, sec.1.

Supervision and Monitoring

Subject to staff supervision, technology protection measures may be disabled only for bona fide research or other lawful purpose.

It shall be the responsibility of all members of the Marysville Public Library staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Kansas Children’s Internet Protection Act.

Patrons who encounter web sites which they believe should be blocked but which are not, or who are prevented from accessing web sites which they believe should not be blocked may submit a complaint. This should be given in writing to the library director or senior staff member in charge and include the URL of the site in question and whether the request is to block or unblock it. Staff shall examine the site and determine whether it should be blocked or unblocked. If the technology protection measure being used is a regional service, the information and recommendation shall be forwarded to the appropriate regional staff.

Complaints about enforcement of this policy or observed patron behavior which violate this policy shall also be submitted in writing to the library director, providing as much detail as possible.

The library shall inform patrons of the provisions of this policy, including the standards used and procedures for complaint, by making the policy available on the library’s web.

Library Board Chairperson

Library Director

The effective date of the last review of this policy is 10/27/2021 .

Adoption Date: 10/27/2021

First Review Date: _____

Second review date: _____