KANAWHA COUNTY PUBLIC LIBRARY
ELECTRONIC RESOURCES AND USAGE POLICY

<u>VISION STATEMENT</u>
We envision the Kanawha County Public Library as the people's premier source of information in a community where learning and reading are revered and being well informed is valued.

<u>MISSION STATEMENT</u>
The mission of the Kanawha County Public Library system is:

- *To provide free and equal access to information on subjects of a patron's own choosing.*
- *To provide citizens with job training and career development information that will prepare them for a competitive job market*
- *To enrich individual and family lives through satisfying educational, recreational and cultural experiences*
- *To enable patrons to access new information technology*
- *To provide opportunities for lifelong learning*
- *To serve as the center of community life*
- *To use available resources efficiently*
- *To seek additional resources*

<u>GUIDELINES</u>

Access to electronic resources including the Internet are provided by the Library to fulfill the vision and mission of the Library as developed by the Library's Board of Directors and staff in concert with the community. Patrons using these resources in the Library must abide by the Library's policies and procedures, including the *Code of Patron Behavior* and *the Children's Department Supplement* which are posted in each Library and on the Library's website (http://kanawha.lib.wv.us/policy/codebeh.htm). All provisions of this policy are subordinate to local, state and federal statute.

For security reasons the Library does not permit patrons to install programs or upload/download software when using the Library's computers. Device usage that does not require software installation, including but not limited to device drivers, is permitted. The Library may impose restrictions on the use of Library PCs to ensure access and equitable use of the limited resources.   Unauthorized access to the Library's computers, databases, network or software/hardware settings and/or damage to these resources are not permitted.

 Patrons using electronic resources in violation of the Library's policies and procedures will be asked to cease these behaviors. Repeated violation of the Library's *Electronic Resources and Usage Policy*, abuse of computer equipment or tampering with computer programs or the operating system may result in the denial of access to the Library's building or a call to the police or other legal action as, in each instance, seems most appropriate.

The Internet offers a wealth of material, which enables the Library to enhance and supplement its existing collection. It allows access to ideas, information and commentary from around the world.   Some resources, including government information and data, are increasingly available solely online. While much of the information on the Internet is personally, professionally and culturally enriching, there may be material that is offensive and disturbing to some individuals, or material that may be illegal. Not all information available via the Internet is accurate, current, complete or free.

Patrons are cautioned that the Library computers are located in public areas, which must be shared by Library users of all ages, backgrounds and sensibilities. Privacy is not ensured. Patrons are asked to keep this in mind and to respect others when accessing information and images. Patrons may not use a Library computer to transmit or receive illegal (including harmful or obscene) or disruptive material. Patrons are expected to respect intellectual property rights by making only authorized copies of copyrighted or licensed software or data residing on the Internet. Sanctions may be in the form of a warning or request to leave the Library building or a call to the police or other legal action as, in each instance, seems most appropriate.

The Library does not control information found on the Internet and, therefore cannot be held responsible for its content. Since the Internet is not private or secure patrons are advised to use caution when sending personal information such as name, address, social security number, credit card number, etc. over the Internet. The Library expressly disclaims any liability or responsibility for any damages or obligations, direct or indirect, arising from its connections to the Internet or use of its computers.

Library staff will show patrons how to access electronic resources and the Internet and explain basic navigational commands. Lengthy one-on-one tutorials are not possible due to staffing constraints. Patrons may want to use print resources available in the collection for additional information on using electronic resources and are encouraged to attend Internet classes at the Library or in the community. Searching suggestions are provided through print directories in the collection, links from the Library's online catalog and webpage, as well as printed bibliographies.

All electronic resources accessible through the Library are provided equally to all patrons. Parents or legal guardians are responsible for electronic information selected and/or accessed by their minor children. Children also bear responsibility in using Library resources properly. Parents are advised to supervise their minor children's Internet and electronic sessions.

CHILD SAFETY ON THE INTERNET

Minor children who use the Internet without supervision may be exposed to inappropriate or disturbing information and images. They may also be the targets of crime and exploitation. The responsibility for discussing use of the Internet in relation to family values and boundaries resides with the child's parent or guardian. As with other Library resources, supervision or restriction of a child's access to the Internet remains the responsibility of a parent or guardian.

Parents may want to visit the following websites for tips on how to reduce the risks for their children:

> The National Center for Missing and Exploited Children (http://www.missing.kids.com)
> *Child Safety on the Information Highway* and *Teen Safety on the Information Highway*, brochures found in Education and Resources section, provide valuable information to help parents reduce the online risks for their children.
>
> GetNetWise Site (http://www.getnetwise.org)
> Provides a guide to online safety, a glossary of Internet terms, a directory of online safety tools, directions for reporting online trouble and recommended sites for children created by Internet industry corporations and public interest organizations.

In order to support parents and guardians in their efforts to guide their children's use of the Internet the Library also offers Internet classes and lists of resources especially developed for parents and children. The Library's online catalog includes direct access by title and subject to many websites appropriate for children.

INTERNET SAFETY ADDENDUM

It is the policy of the Kanawha County Public Library system to:

a. Prevent user access over its computer network to, or transmission of, inappropriate materials via the Internet, electronic mail, or other forms of direct electronic communications;
b. Prevent unauthorized access and other unlawful online activity;
c. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
d. Comply with the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554- and 47 USC 254(h)].

Definitions
Key terms are as defined in the Children's Internet Protection Act.*

Access to Inappropriate Material
To the extent practical, technology protection measures (or Internet filtering) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to KCPL and its affiliate's staff supervision, technology protection measures (Internet filtering) may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage
To the extent practical, steps shall be taken to promote the safety and security of users of the Kanawha County Public Library system online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by CIPA, prevention of inappropriate network usage includes:
a. Unauthorized access, including so-called 'hacking', and other unlawful activities; and
b. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring
It shall be the responsibility of all members of the Kanawha County Public Library system and its affiliate staff to educate, supervise and monitor appropriate usage of the KCPL online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act (CIPA), the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Automation & Technical Services Manager in conjunction with the Associate Director for Public Services.

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*CIPA definitions of terms:
TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:
1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.
HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal of perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Adopted by the Kanawha County Public Library Board of Directors April 8, 1996,
Amended by the Kanawha County Public Library Board of Directors on October 13, 1997; September 10, 2001; and August 10, 2009.