



Kendallville Public Library

Providing access to information...for life.

Acceptable Use Standards for Internet and Kendallville Public Library

Kendallville Public Library Board of Trustees *Adopted 10.10.2023*

Software

The Kendallville Public Library including its Limberlost Branch (KPL) utilize a PC Management system called CASSIE. This software program is used to set time limitations on PC's, offer methods of surrendering time when sessions elapse, and allow staff the means of terminating a patron session that is found to be disruptive or in violation of Library policies.

Access

Access to computers is available for all ages and may be monitored. Guest passes can be procured upon request at service desks. Upon occasion, the Library experiences technical difficulty and internet connection may not be available. The library reserves the right to review and delete files on hard drives or on public access devices. Patrons should use their own storage device for permanent storage of files.

Staff Assistance

Library employees will make reasonable efforts to assist patrons in their use of public computers and the library catalog. Due to workflow, it may be necessary to limit assistance at 15 minutes, interrupted or noninterrupted. Should a patron require longer assistance he/she is encouraged to schedule a one-on-one session at the Adult Reference Desk. Staff are prohibited to assist with making online payments, tax preparation, or from handling any information that could be construed as personal, financial, legal, or medical in nature. Library employees and Board of Trustees members shall not be responsible for any patron's use, misuse, or inability to use public access computers.

Acceptable Use

Use of the Library's computers are dependent on and guided by the following values:

- Adherence to the Kendallville Public Library's policies governing computer networks, systems, and computer functions
- Consideration for the security of the Library's networks, systems, and computer functions
- Adherence to the legal protection provided by copyright and license to programs and data



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- Respect for the privacy of others

Unacceptable Use

Food and drink are not allowed near computers. It is the user's responsibility to make restitution should any damage occur to the computer or our network systems during his/her use. The Library will not offer refunds for printing errors caused by the actions of users. Illegal acts involving Library computers may be subject to prosecution by local, state, or federal authorities. It is not acceptable to use the Library's computers for the following:

- Federal law, state law, and local law violations
- Communicating profanity or offensive language
- Communicating harassing, obscene, or threatening materials or messages
- The disruption of network users, services, bandwidth, or equipment
- To cause harm to other computer systems and servers
- To distribute unsolicited advertising
- Tampering with computer or network security
- Disconnecting library equipment
- Hacking or unauthorized entry into Library systems and accounts
- Posing as another person
- Developing and/or propagating viruses, worms, etc. that harm computer systems
- Copying, file sharing, downloading, or distributing copyrighted and licensed material
- Viewing/accessing obscene, pornographic, or sexually explicit material
- Other uses deemed inappropriate at the discretion of the Kendallville Public Library management

Internet Safety Policy

Parents and caregivers are responsible for the viewing activities of their own children or of accompanying minors. KPL enforces a policy of internet safety that includes filtered access for all viewers. Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities.

*Updated October 2023 by the Kendallville Board of Trustees

*Approved December 2019 by the Kendallville Board of Trustees