



Kalamazoo Public Library

Public Policy: Internet and Computer Use

Internet Access

Kalamazoo Public Library provides access to the Internet to meet public information needs. Kalamazoo Public Library does not provide access to the Internet for the dissemination of obscenity or child pornography. The Library is committed to preventing minors from viewing obscene matter, sexually explicit matter harmful to minors, and matter inappropriate for minors.

Unacceptable Uses of Computers and the Internet

The following are unacceptable uses of Library computers and the Internet and constitute violations of this Policy:

1. Uses that compromise the safety and security of minors. Computer use by minors that may compromise their safety and security when using email, chat rooms, and other forms of direct electronic communications such as providing personal identification information about the minor or others. This includes, but is not limited to, giving out passwords, home addresses and telephone numbers, social security numbers, credit card numbers, driver's license numbers, or other personal information, and arranging face-to-face meetings with a person the minor has "met" only through the Internet without a parent's or guardian's permission.
2. Uses involving unauthorized access ("hacking") and other unlawful uses. Obtaining or attempting to obtain unauthorized access to computers, networks, sites, or information systems, including so-called "hacking", credit card or retail fraud, and any other unlawful uses or activities online.

3. Uses which may cause harm or damage to property or systems. Uses which may cause harm to the Library or another computer system, such as downloading or transmitting a “worm,” “virus,” “trojan horse,” “time bomb” or other harmful form of programming or vandalism. Using one’s own software programs on the Library’s computers; altering the Library’s computer settings; damaging or modifying the Library’s equipment or software.
4. Uses that violate confidentiality, trade secret, or copyrights. Uses that violate confidentiality of information, including but not limited to, the *Michigan Library Privacy Act*, being *Public Act No. 455 of 1982*, as amended, and downloading or transmitting trade secret information or copyrighted materials.
5. Access by minors to material that is obscene, child pornography, sexually explicit material harmful to minors, or inappropriate matter for minors. Access by minors to material which is obscene, child pornography as defined in *18 USC 2256(8)*, sexually explicit material which is harmful to minors as defined in *18 USC 1460 et seq.*, or inappropriate matter for minors. Inappropriate matter for minors is defined for purposes of this policy the same as material harmful to minors in the *Michigan Library Privacy Act*, being *Public Act No. 455 of 1982*, which is sexually explicit matter which meets all of the following criteria:
 - a. Considered as a whole, it appeals to the prurient interest of minors as determined by contemporary local community standards.
 - b. It is patently offensive to contemporary local community standards of adults as to what is suitable for minors.
 - c. Considered as a whole, it lacks serious literary, artistic, political, educational, and scientific value for minors.
6. Access by adults to material which is obscene or child pornography. Access by adults to material which is obscene or constitutes child pornography as defined in federal or state law or court decisions, including but not limited to, *18 USC 2256(8)*, and

viewing, transmitting, or downloading such materials or leaving such materials on an unattended computer screen.

7. Failing to respect the privacy of other Library computer users. Failing to respect the privacy of other Library computer users, including but not limited to, viewing, or attempting to view material being used or viewed by others.
8. Failing to follow library policies, procedures and instructions. Failing to follow Library policies and procedures regarding computer use, failing to login in with a valid library card or guest pass, failing to comply with computer use time limitations, failing to follow the directions and instructions of Library personnel.

Implementation of Policy

Posting of policy and on-screen acknowledgement and agreement

This policy shall be posted in conspicuous places near computer terminals and shall be provided on-screen at the beginning of each computer user's session for each user to acknowledge and agree to prior to using a Library computer.

Enforcement

Any person who violates this Policy may be denied computer use privileges by the Director (or their designee) upon notice to the person. While the denial period is intended to be progressive, i.e., 1st violation – up to 30 days, 2nd violation – up to 60 days, 3rd violation-up to 90 days, the Director may deny computer use privileges for a period of up to 1 year for any violation. Before denying computer use privileges to any person, the Director (or their designee) shall inform the person of the reason they are being denied computer use privileges and give that person a reasonable opportunity to state their response to the proposed denial. A person denied access may appeal to the director within five (5) days of the date of the written notice. Additionally, a person denied such access may appeal the denial in writing to the Library Board at 315 S. Rose St., Kalamazoo, MI 49007, within ten (10) days of the date of the written notice. The Appeal shall state the reason why access to the Library should not be denied. An appeal to the Library Board shall not stay the Director's (or their designee's) denial. A violation of this policy also constitutes a violation of the *Rules of*

Conduct for Library Use and may result in enforcement action as provided in those Rules as well.

Computer Use Procedure

The library's computers are available to patrons with a valid Kalamazoo Public Library card or a guest pass. To use one of these computers, enter the number on the back of your library card (without spaces) at the log-in screen. Check with staff if you are unsure about this information. You must login with your own library card or a guest pass when using a library computer.

The Library's computer tracking program allows each KPL cardholder two (2) hours of computer use each day. Visitors who are ineligible for a KPL card may request one 30-minute guest pass per day.

The program keeps track of the minutes you use on any of the Library's computers, at any library location. You may divide your allotted time among different computers at any of the library's locations throughout a day.

If you are observed using a computer that is not running the time-tracking software, you will be asked to properly log in using your library card or guest pass.

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