<h1 style="text-align:center">Computer & Internet Use Policy</h1>

The goal of the Paris-Bourbon County Public Library is to provide a diverse array of books and other materials, programs, and services, including electronic information sources, to meet the educational, informational, and recreational needs of residents of all ages. In keeping with this goal, the Library provides public access to the Internet. The Internet is a global entity with a highly diverse user population. The Library cannot control and is not responsible for the content or accuracy of information accessed. Internet resources are provided equally to all library users. Any restriction of a child's access to the Internet is the sole responsibility of the parent or legal guardian NOT the Library or its staff:

INTERNET USE RULES AND RESTRICTIONS:

Individuals are expected to use the Internet in a responsible manner. Restrictions include the following:

1. Users may not attempt in any way to alter, damage, abuse, or sabotage computer equipment or software, alter configurations, or install any software.
2. Users are liable for costs arising from malicious damage to Library equipment or software.
3. Users may not use any Library computer for illegal purposes including hacking.
4. Users may not violate licensing agreements or copyright laws.
5. Users may not use Library or personal computers for any activity that is deliberately offensive or creates an intimidating or hostile environment. Viewing of sexually explicit material and material harmful to minors on library or personal computers is strictly forbidden.
6. Users may not disregard time limits on the use of a Library computer while others are waiting.
7. The Library employs the use of Web content filtering software and/or hardware to assist in prohibiting access to material that is obscene, contains child pornography, or is harmful to minors and to comply with Federal law. However, users should be aware that the nature of the Internet precludes any filtering software/hardware from being fully effective. Some sexually explicit sites may evade the filtering device. Other sites may be inadvertently blocked. Please report any problems accessing a site to a Library staff member.
8. Library staff will temporarily disable the Internet filtering device for research or other lawful purposes at the request of a user; however, all other restrictions on the usage of the Internet listed in this document continue to apply. Violation of any rules in this policy while the filtering device is disabled may result in loss of Internet use privileges.

PUBLIC WIRELESS INTERNET ACCESS

The Paris-Bourbon County Public Library provides access to the Internet via a wireless network (WiFi) for users with their own personal laptops and other mobile devices.

1. WiFi access provided by the Library is unsecured. Anti-virus, security, and privacy protection are the responsibility of the individual.
2. Users are responsible for having the proper hardware, software and network settings on their wireless device to connect to the Library provided WiFi. Library staff do not provide technical assistance related to customers' wireless devices.
3. Users must follow the same Internet rules as those using Library computers.
4. Printing is not available via the Library's WiFi service.
5. The Library is not responsible for any theft, damage or misuse of users' laptops and other mobile devices while inside the Library.

USER RESPONSIBILITIES:

Choosing Sources

The Internet offers a wealth of educational, recreational, and cultural information that vastly increases the resources available to the Library's users. It is the user's responsibility to choose which resources to access. Be aware that the Internet is unregulated and materials accessible through it may be inaccurate, incomplete, outdated, biased, inappropriate, or offensive. Since the Library has no control over the content, individuals use it at their own risk. Users are cautioned to access and evaluate materials online as they would a printed source. The Library does not vouch for or endorse viewpoints or information found on the Internet just as it does not do so for printed materials in the collection.

Children's Use of the Internet

Parents or guardians, NOT the Library or its staff, are responsible for the Internet information selected and/or accessed by children. Parents and only parents may restrict their children from access to the Internet. Parents are advised to supervise their children's Internet use as the Internet is unregulated and contains some information resources which are sexually explicit or which they may find personally offensive and inappropriate; however, library staff will monitor online activities for appropriate use.

The library promotes the safe and secure use by minors of direct electronic communications (such as e- mail, chat rooms, and instant messaging) by encouraging parents to monitor and supervise their children's online activities. The library helps prevent the unauthorized disclosure, use, and dissemination of personal identification information by encouraging parents to monitor and supervise their children's online activities.

Courtesy to Others

Individuals should use the Internet in a courteous, reasonable, and responsible manner. When using the Library's computers, please limit your use if others are waiting. Also, please remember that the Library is a public place; use discretion in viewing text or graphics that may be offensive to others.

Assistance from the Staff

1. Library staff can offer general assistance and will assist individuals in the use of the Library's web site and offer basic instruction in the use of sites directly linked to the Library's web site.
2. Staff cannot assist users in extensive searching through the many other sites available via the Internet. Users should have a minimal level of computer experience and be able to use a mouse. Library staff teach a variety of computer classes and are happy to recommend the appropriate class and assist in registering you for that class.
3. Users with disabilities should contact the Library staff if they have special needs.

Printing and Downloading

1. The Paris-Bourbon County Public Library network does not support downloading of material from the Internet to a public computer.
2. Printing is ten cents per page for black and white and twenty-five cents for color.

Warnings

1. The Copyright Law of the United States (Title 17, United States Code) governs the reproduction, distribution, public performance, and public display of copyrighted material. Responsibility for possible copyright infringement lies solely with the user and the Library disclaims any responsibility or liability.
2. Displaying of sexually suggestive objects or pictures could be in violation of Federal and State obscenity laws.
3. The user agrees to hold the Library harmless from any claims, losses, damages, obligations, or liabilities relating to the use of information obtained from the Library's electronic information system.
4. Information downloaded from the Internet may contain a virus and users are cautioned to have virus- checking software on their computers. The Library is not responsible for damage to a user's storage media, or computer for any loss of data, damage, or liability that may occur from an individual's use of the Library's Internet and/or computer services.
5. Activities which disrupt the Library or its network are prohibited and may result in the loss of access to some or all library services and/or legal action.
6. The Library reserves the right to modify the Computer & Internet Use policy at any time.

The Library shall provide access to electronic information systems (including computers, computer networks and electronic information sources) to staff members and customers as is sufficient in the fulfillment of its mission. Use of these systems shall be consistent with the Library's mission, goals, policies and procedures, and with applicable local, state, federal and international laws. The Library also expects that users of these systems shall not interfere with systems operation, integrity or security, or otherwise inhibit normal Library activities. The Library is responsible for systems operations and integrity, and may develop appropriate procedures to ensure systems efficiency, reliability, and security, and legal and ethical system use.

The Library's electronic information systems must be used in compliance with the Library's Acceptable Use Policy, as set forth herein. Additionally, the Library's electronic information systems must be used in compliance with the Library's guidelines for using library computers and Internet safety policy, which are incorporated by reference and are attached hereto.

ACCEPTABLE USE OF ELECTRONIC INFORMATION SYSTEMS

The Library shall provide access to electronic information systems (including computers, computer networks and electronic information sources) to staff members and customers as is sufficient in the fulfillment of its mission. Use of these systems shall be consistent with the Library's mission, goals, policies and procedures, and with applicable local, state, federal and international laws. The Library also expects that users of these systems shall not interfere with systems operation, integrity or security, or otherwise inhibit normal Library activities. The Library is responsible for systems operations and integrity, and may develop appropriate procedures to ensure systems efficiency, reliability, and security, and legal and ethical system use. The Library's electronic information systems must be used in compliance with the Library's policies. Additionally, the Library's electronic information systems must be used in compliance with the Library's Computer & Internet Use Policy.

MANAGEMENT OF ELECTRONIC INFORMATION SYSTEMS

The Director is responsible for all aspects of electronic information systems development, management, and maintenance. As part of this responsibility, he/she is empowered to authorize access to system elements (including computers and peripheral devices, network components, programs, program elements, files, or data), to implement reasonable and appropriate means to ensure systems reliability, integrity and security, and to enforce related policies and procedures. Attempts to violate or circumvent these policies and procedures will result in disciplinary action, which may include temporary or permanent loss of system access or civil or criminal legal action.

STATEMENT OF CONFIDENTIALITY

Transaction logs, electronic mail and other information, which could be used to identify users with specific materials or subject matter, are considered by the Library to be confidential, and will not be divulged to anyone other than the user or parents of minor children. All users are advised that such records shall not be made available to any agency of the federal, state or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state or local law relating to criminal, civil, or administrative discovery procedures or legislative investigatory power. The Library resists the issuance or enforcement of any process, order or subpoena until a proper showing of good cause has been made in a court of competent jurisdiction.

SYSTEMS SECURITY

1. Users may not attempt to add, modify, or remove any system element without explicit authority to do so, or with the express permission of the Library Director.
2. Users may not attempt to assist unauthorized access to privileged or confidential system elements.
3. User passwords, or any other information related to systems security may not be divulged, shared, or otherwise compromised.
4. Additions or modifications to user access or privilege may not be made without the Library Director's authorization (and, for Library staff, supervisory consent).
5. Use of Library systems to evade security measures on any systems is prohibited.

SYSTEMS RELIABILITY

1. Users may not impede systems use through the monopolization or unreasonable consumption of system resources, or by any attempt to delay or halt system operations.
2. The Library Director or his/her explicitly authorized agent must perform system maintenance, including software installations or upgrades. No unauthorized software may be downloaded, installed or executed on Library systems.
3. Staff members may not acquire system access, or authorization for the use of any privileged system element, without appropriate training from the Library Director or his/her explicitly authorized agent.

LEGAL AND ETHICAL USE

1. Users may not attempt to access security–related or otherwise confidential information without the explicit authority to do so.
2. Users may not employ Library systems to falsely identify themselves, falsely represent themselves, the Library or any of its policies, services or practices, or to otherwise commit fraud.
3. Users may not employ Library systems for the purpose of libel, slander, or any form of harassment.
4. Staff members may not systematically employ system resources for the purpose of personal commercial gain.
5. Electronic communications and publications originating from the Library systems are considered representative of the Library. Staff members are to adhere to Library guidelines for public communications, as determined by the appropriate Library personnel.

ELECTRONIC MATERIALS

1. U.S. copyright law (Title 17, U. S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Users may not copy or distribute electronic materials including electronic mail, text, images, programs or data without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user; the Library expressly disclaims any liability or responsibility resulting from such use.
2. Electronic materials (including electronic mail) produced by Library employees on Library systems are considered works-for-hire and are the Library's intellectual property. However, the Library may not be held responsible or liable for the use of its systems for unsanctioned communications or publications, or any consequences thereof.
3. The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.
4. The Library Director or his/her designee shall hold and manage all passwords which shall be changed periodically. No password protection shall be placed on any computer owned by the Library without the knowledge and/or permission of the Library Director.

INFORMATION SECURITY POLICY

In accordance with KRS 61.931-934, Paris-Bourbon County Public Library will take every reasonable precaution to ensure that any personal information that is kept by the Library for any purpose is safeguarded from unauthorized access.

Paris-Bourbon County Public Library will comply with best practices established by the Department for Local Government (as required in KRS 61.932). See *Security and Incident Investigation Procedures and Practices for Local Governmental Units* for these best practices.

Per the Department of Local Government's guidance, a "Point of Contact" is designated by Paris-Bourbon County Public Library to

1) Maintain the library's adopted Information Security Policy and be familiar with its requirements;

2) Ensure the library's employees and others with access to personal information are aware of and understand the Information Security Policy;

3) Serve as contact for inquiries from other agencies regarding its Information Security Policy and any incidents;

4) Be responsible for ensuring compliance with the Information Security Policy; and

5) Be responsible for responding to any incidents.

The Library Director is Paris-Bourbon County Public Library's Point of Contact for the purpose of adherence to Department for Local Government guidance.

Patron information

Paris-Bourbon County Public Library acts to limit the amount of personally identifiable information that it retains. Some information, however, is necessarily and understandably retained for the transaction of day-to-day business.

Most information related to patrons is kept for the purposes of circulating materials and ensuring that responsibility is attributed to the correct person when an item is borrowed. This information is not publicly available and, beyond interactions between the library and the patron, will be shared only with third-party vendors with whom the library has contracted services necessary for conducting business and law enforcement personnel upon valid, legal request. Information related to delinquent patrons may be shared with a third party vendor for the purposes of collection. The library will not share personally identifiable patron information for any other purpose.

When a patron record has been inactive for three (3) years and carries no outstanding debt (financial or in borrowed materials), the record is deleted from the Library's computer system and is not archived. All patron records to which debt is attached and that have been inactive for five (5) years are deleted without archiving.

Personal information about patrons is generally only retained in electronic format with appropriate back-up devices in place for recovery in the event of a database failure. All back-up devices are kept secured at all times in areas that are not accessible to the general public and with limited accessibility by staff.

Security Measures

The library does not share any information with any outside agency for any reason other than the purposes for which it was collected. Third party vendors with whom the library does business are required by KRS 61.932 to provide their own security measures to protect any personal information. Where possible, the library has informed each entity in writing that appropriate security and breach notification is required.

The library provides an internal, closed network for the collection and use of most patron data. The network is not accessible to the general public and access to it is limited to third party vendors with whom the library has contracted services.

Where the library's systems do have interaction with any outside vendor or patron (i.e. through the internet-based catalog), transactions will take place using secure transmission

protocols. Such interactions will be limited to the purpose of the transaction only and will not allow access to any more information than is required for the purpose of the transaction (i.e. a patron reviewing a list of items that are currently checked out to him/her).