Computer and Internet Use Policy

1. **Background**
   a. The Topeka and Shawnee County Public Library provides public access to computers and the Internet.
   b. The Topeka and Shawnee County Public Library is committed to the principles of intellectual freedom and the freedom to access information from a variety of sources.
   c. The Internet is an information resource that enables Library customers to access a diverse variety of information on public access computers beyond that contained in the library's own collection.
   d. This Policy serves to ensure that no minor has access to "visual depictions"[1] that are "child pornography"[2], "harmful to minors"[3] or "obscene"[4], and that no person has access to "visual depictions" that are "child pornography" or "obscene".

2. **Library Responsibilities**
   a. The Library uses Internet filtering software on all of its public access computers to ensure compliance with paragraph 1(d).
   b. The Library provides access to recommended, age-appropriate sites through its website.

3. **Customer Responsibilities**
   a. Customers may:
      i. Download files from a website directly to any supported portable storage media.
      ii. A customer, who is not a minor, may request an authorized Library staff member to unlock a filtered website or to disable a filter when using a Library computer for legitimate research or other lawful purpose.
   b. Customers shall:
      i. Respect the legal protection provided by copyright license to software, books, articles and other electronic files.
      ii. Respect the privacy of others.
   c. Customers shall not:
      i. Access illegal Internet websites as defined by applicable state or federal law.
      ii. Access web pages or websites that that contain visual depictions of obscenity, child pornography, or is harmful to minors.
      iii. It will be considered a violation of this Policy if a customer clearly demonstrates the intent to violate the Policy even if no violation occurs.

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[1] K.S.A. § 75-2589(f)(9).
[2] K.S.A. § 75-2589(f)(2).
[3] K.S.A. § 75-2589(f)(3).
[4] K.S.A. § 75-2589(f)(5).

      iv. Gain or try to gain unauthorized access to restricted resources or entities.

      v. "Hack into or interfere" with other users, system operations, integrity or security of the Library computer network or any computer system.

      vi. Attempt to gain access to another person's files or passwords.

      vii. Intentionally obtain copies or modify files, passwords, or data that belong to the Library or its users.

      viii. Harass others with messages, prints, images or software programs.

      ix. Load or run any software other than that which resides on the Library's Public Access computers.

      x. Tamper with, mishandle, damage or attempt to damage computer hardware.

      xi. Interfere with, deliberately attempt to circumvent, or tamper with the filtering software.

4. **Printing**
   a. The Library makes available at a nominal charge printing from public access computers.

5. **3D Printing**
   a. The Library offers customers the use of 3D printers to inspire interest in design and to promote digital literacy and entrepreneurship in our community.
   b. The Library may charge a nominal fee to print and may set limitations on print time for the purpose of providing fair and equal access to the 3D printers.
   c. Customers can design and create 3D printed-items of any type other than those that:
      i. Are prohibited by local, state, or federal law;
      ii. Are unsafe, harmful, dangerous, or pose an immediate threat to the well-being of others (For example, guns, knives, or other possible lethal weapons);
      iii. Are obscene or otherwise inappropriate for the Library environment; and or
      iv. Violate another person's property rights, (For example, the printer cannot be used to reproduce objects or materials that are subject to copyright, patent, or trademark protection).
   d. Library staff are available to troubleshoot prints as time allows.
   e. The Library will not be liable for functional failure of materials made through the use of its 3D printers, or injuries or property damage caused by them.
   f.

6. **Limitation of Liability**
   a. The Library assumes no liability for loss or damage to the user's data, the user's portable storage media or for any damage or injury arising from invasion of the user's privacy or from viruses that may infect the user's portable storage media or files.
   b. The Library cannot guarantee that Internet filters will block offensive and /or illegal materials.

7. **Enforcement and consequences for violating policy**
   a. The Library electronically monitors all of its computers for violations of this Policy through Internet filtering software, the observations of Library staff and other customers, and other means.
   b. Staff is authorized to take immediate action to protect the security of computers and the network or to enforce any part of this Policy, including but not limited to confiscating disks, requiring a user to leave the computer or the premises, and contacting law enforcement authorities.

    c. The Library considers violations of this Policy as a violation of the Customer Code of Conduct. Penalties imposed under the Customer Code of Conduct may be imposed for any violation of this Policy.

8. Use of the Library's computers constitutes agreement with this Policy.

9. Procedures for the submission of complaints
    a. Customers desiring to submit complaints about the standards, rules and regulations and the enforcement thereof, or observed customer behavior have been adopted and are available pursuant to the Customer Conduct Policy on the Library website.

10. Policy review.
    a. This Policy shall be reviewed at least once every three years by the Library Board of Trustees.

Approved: January 19, 2012
Revised: February 27, 2014
Reviewed and Affirmed: April 20, 2017
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Approved: November 21, 2021

Board of Trustees
Topeka and Shawnee County Public Library

Questions about this policy? We encourage your feedback in person, by telephone at (785) 580-4400, or at tscpl.org/contact.