

Computer and Internet Use

1. The Kankakee Public Library is committed to providing open access to informational, educational, recreational, and cultural resources for Library users of all ages and backgrounds. The Library has made information available in a variety of formats, from print materials to audiovisual materials. The Library's computer system provides the opportunity to integrate electronic resources from information networks around the world with the library's other resources. The use of the Library's computers and Internet is a privilege, not a right, and inappropriate use as determined by the library staff will result in a cancellation of those privileges.
2. The Internet, as an information resource, enables the library to provide information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. Currently, however, it is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing and/or illegal, inaccurate or incomplete. Users are encouraged to be good information consumers by evaluating the validity of information accessed via the Internet.
3. Parents are encouraged to guide their children when using the Internet to avoid potentially dangerous sites and online interactions. A parent's guide for online child safety is available in our Youth Services Department
4. Use of the public Internet on the Kankakee Public Library computers signifies that Individuals have read and agree to follow this policy. Those who do not agree may not use the Internet in the Library. Users under the age of 18 are required to have a parent or legal guardian sign a user agreement. The use of the Library's computers and Internet connection is intended for patrons who have some knowledge of computers and the Internet. The staff's role is one of guidance, not instruction.
5. Individuals living within the City of Kankakee are encouraged to obtain a Library card before using a public internet computer; however, this is not required. Kankakee residents may buy 1 (one) single-use guest pass per day for \$1.00 if fines do not exceed \$75 and no overdue materials exist on their account. Cardholders who are in good standing may also purchase 1 (one) single-use guest pass per day if their card is not available at time of check-in. The Library's computers are set up for optimal usage by a single individual. In some cases, such as a parent/guardian with children, it may be important for two people to work together at a computer. Special accommodations can be made for tutors or persons with disabilities. Otherwise, because of limited space, a maximum of two people may sit/work together at any one computer. (Amended 10/18/2011)

6. Upon providing identification that proves non-residency, individuals living outside the Kankakee Public Library service area may also purchase a guest pass for \$1.00. This pass allows one hour of continuous computer use in a single day. Guest users may extend their session at no charge up to, but not more than, two hours if low computer demand allows. Individuals living outside the Kankakee Public Library service area may purchase a computer use card for \$50.00. This computer use card will give the purchaser all the computer privileges of a Kankakee Public Library Card holder for one year. (Amended 04/15/2014)
7. Because of the demand placed on Internet resources, users will have to sign up for a limited number of time slots per day. The Library has designated various computers for 10 minutes, thirty minutes, or sixty minutes use. The Patrons can reserve time slots by stopping by the Adult Services Department or Youth Services Department and making a reservation with a staff member, or by calling the Library at 815/939-4564. Latecomers forfeit their time if more than fifteen minutes late. A two-hour maximum per day, per patron is allowed.
8. The user accepts full responsibility for all use made of the Library's computers and Internet access. The Library is not liable for any damages or losses which may arise in connection with a patron's use of the computers or Internet. The Library is not responsible for damage to any patron property or loss of material while using the Library's computers.
9. The Library does not provide e-mail accounts (10/18/2011).
10. Misuse of the computer will result in the loss of computer privileges, potential loss of Library privileges and possible prosecution. Such misuses include, but are not limited to: using the computer for illegal activities; gaining or attempting to gain illegal access (hacking) into secured Library computer systems, or any other secured computer system; damaging or attempting to damage computer equipment or software; interfering with systems operations, integrity, or security; violating copyright laws and software licensing agreements; accessing websites deemed by staff as inappropriate for viewing in a public place; or any activity prohibited by this policy.
11. Violators of this policy may be given one warning for minor infractions at the discretion of the staff. Violators who have already received one warning or have committed a severe infraction will be banned for one year from Internet use in the Library. At the end of the one year ban, the violator may submit a written petition to the Board of Trustees of the Library to request reinstatement. Reinstatement will be made or not made at the discretion of the Board. The Library Board reserves the right to extend a ban beyond one year (in six month increments) for violators who have been previously banned and reinstated.
12. Patrons using their own equipment to view the Internet in the Library via a wireless

connection will not access websites deemed by staff as inappropriate for viewing in a public place. Failure to do so can result in banning from the Library.

13. To guard against computer viruses, users are not allowed to bring outside software programs to use on the Library's computers, nor are users allowed to save files to the hard drives.
14. All users are asked to respect the privacy of other users and not attempt to censor or comment upon what others are viewing.
15. Black and white printouts on 8.5"x11" paper are 15¢ per page. Color print outs on 8.5"x11" paper are 50¢ per page. Black and white print-outs on 11"x17" paper are 30¢ per page. Color print outs on 11"x17" paper are \$1.00 per page. Printouts made on other library-owned equipment are included in this total. (Amended 04/15/14)
16. Appropriate Library decorum and etiquette is expected.
17. Two pages per day may be scanned by staff for members of the public without charge. Each page after the initial two will cost 15¢. A flash drive must be provided by the individual requesting the scan for storage of the document. Library staff does not provide any editing services of scanned pages. Scanned documents are provided as is.