

## APPENDIX E.

### *Internet and Technology User Agreement*

The Kirkwood Public Library seeks to provide a positive experience for all individuals in the use of the technology and the Internet.

#### **What you need to know to use the Library's computers:**

- ▶ **Public access work stations are limited to 100 minutes per day per patron. Cardholders must use their own card to access the work stations.**
- ▶ **Patrons must sign in (at Children's) for use of the toddler computers.** At the work station, the patron will find instructions for entering his/her library card barcode number. This will open up the program and start the timer running. The computer will give notifications ten minutes, five minutes and one minute before time runs out and the system shuts itself down. We urge patrons to use flashdrives and to save frequently to prevent losing their work. Do NOT save work to the desktop of the computer; the information will be lost. The Library is NOT responsible for lost work.
- ▶ If the patron does not have a Kirkwood Library card (resident or nonresident) or an MLC member library card, and does not qualify for any of these cards, **the library staff in Reference and Children's has guest cards that may be used to accommodate the patron.**
- ▶ **If the patron needs a little more time to complete his/her project,** a library staff member, upon request, may extend the time by allowing the patron to use a guest pass, if there are no other patrons waiting for access. The library permits patrons an additional 100 minutes to be used in that one instance once a week. Extensions will not be made within fifteen minutes of the library's scheduled closing time. All computers are logged off remotely five minutes prior to the library's closing.
- ▶ **Attempts to circumvent the timer/barcode entry system** to gain unauthorized access to the Internet or other computer programs on library work stations are violations of this agreement.
- ▶ Only a librarian may request that a patron vacate a computer.
- ▶ **Individuals under the age of 18** must have the Kirkwood Public Library Internet Permission form signed by the minor and a parent or guardian on file.
- ▶ **Use of computers** is limited to two people per computer.
- ▶ **Printing – 15 cents per page** for black/white /\$1.00 for color.
- ▶ **No Chat Rooms.**
- ▶ **No downloading or uploading of any files, programs, or games to the hard drive (C drive).**
- ▶ **The Kirkwood Public Library is not responsible for any damage to any individual's personal saving device, hard drive or computer or for any loss of data, damage or liability that may occur from an individual's use of the library's computers.**

This **Internet and Technology User Agreement** is in accordance with the **Kirkwood Public Library Internet Policy (Article III, Section 7)** which is available at the Circulation Desk and Children's Desk. The computer user must comply with the **Kirkwood Public Library Internet Policy** and all applicable federal, state, and local laws, including, but not limited to, the "Neighborhood Children's Internet Protection Act" and the laws governing the transmission and dissemination of information while accessing the Internet. The Library provides Internet Content Filtering Service as required by Federal and State law. By signing the **Statement of Acceptance or selecting "Accept" online**, the computer user acknowledges having read the **Internet and Technology User Agreement** and agrees to abide by the statements and policies of the agreement.

**Violation of any part of this agreement will result in suspension or permanent revocation of the individual's use of the technology in accordance with the Library's behavior policy.**

Approved by the Board of Trustees on November 15, 2006.

Revised by the Board of Trustees on February 17, 2010.

Revised by the Board of Trustees on July 21, 2010