



70 Bieber Alley, Kutztown PA 19530  
610-683-5820  
kutztownlibrary.org  
kutztownpl@berks.lib.pa.us

---

## Internet Access Policy

---

**This document covers Berks County Public Libraries Uniform Requirement and Responsibilities policy requirements of Public Service Policies: Library Patrons- Internet Access Policy**

### **Purpose**

The Kutztown Community Library is committed to the promotion of lifelong learning. As part of that commitment, the library will provide public access to the diverse and unique resources available via the Internet.

### **Conditions and Terms of Use**

1. Information available via the Internet may be protected by copyrights or trademarks; use of such information must not violate any copyright or trademark law.
2. Because the Internet allows access to ideas, information, and commentary from sources around the world, libraries cannot control its content. Therefore, individual users must accept responsibility for determining the validity, timeliness, and accuracy of information located on the Internet.
3. Resources available on the Internet may contain material of a controversial nature. Parents or guardians, not library staff, are responsible for the Internet information selected and/or accessed by their children. Parental supervision of children searching the Internet is strongly advised.
4. Patrons may bring in their own laptop computers to access the Internet via the library's wireless connection. The library's Internet and other policies apply to these users. Failure to comply may result in the patron being asked to end his/her session and leave the library. Library staff may not provide any hands-on service to patron-owned laptops or other wireless devices.
5. Viewing of certain materials in the public library may be considered improper in time, place or manner. The library reserves the right to discontinue an Internet session that disrupts library services or involves user behavior that violates library policy or that uses sounds or visuals which might be disruptive to others.
6. Users may not download materials onto the computer's hard drive or attempt to add, modify, or remove any system element. Patrons should provide their own storage media for files.
7. The library does not offer email accounts but patrons may use the library computers to access email from outside providers.

8. Patrons should not shut down computers.
9. Misuse of the computer or Internet access will result in loss of computer privileges.
10. A cost-recovery fee for printouts will be charged.

### **Limitations**

The following uses are considered unacceptable and in violation of this policy:

1. Uses that violate the law or encourage others to violate the law.
2. Uses that cause harm to others or damage to their property.
3. Uses that jeopardize the security of access of the computer network or other networks on the Internet.
4. Uses that compromise the safety and security of minors when using e-mail, chat rooms, and other forms of direct electronic communications.
5. Uses that violate confidentiality of information.
6. Displaying, downloading, or copying offensive or inappropriate messages, pictures, or explicit sexual material.
7. Any commercial or for-profit purpose.

### **Children and the Internet**

1. The *Children's Internet Protection Act* (Pub.L. 106-554) requires that a library receiving federal funds must "have in place a policy of Internet safety for minors that includes the operation of a technology protection measure with respect to any computers with Internet access..." In compliance with this provision of federal law, the library has installed a filtering mechanism on all computers to protect young users from inappropriate material.
2. Parents are reminded that filtering is not foolproof. It diminishes the likelihood that searchers will inadvertently retrieve text or images that they may find offensive, but does not completely eliminate that possibility. Filters may also block access to sites that users would consider both inoffensive and useful. Parental supervision of young children searching the Internet is strongly advised.

### **Rights of Adults**

Adults (those 17 and older) may request unfiltered access to the Internet for any purpose that does not violate the law or the library's policies. The filter on an individual computer will be disabled in response to such a request. Library staff may not disable the filter on patron-owned laptops or other patron-owned wireless access devices.

### **Right to Privacy**

All library users have the right to expect that their information-seeking activities in the library are private and confidential. No records are retained of Internet use by any identifiable minor or adult user.

### **User Responsibilities**

1. Users must observe time limits and other procedural guidelines set by the Library for use of the Internet terminals.
2. Users are responsible for damage to equipment beyond what occurs with normal usage; hardware and software may not be abused, modified, copied, or destroyed.

### **Staff Assistance**

Library staff members have received training in Internet searching and are capable of offering basic instruction in how to navigate. Library patrons should not expect staff members to guide them through every stage of a search; patrons must be willing to take the initiative and explore on their own.

Approved: June 9, 2016