COMPUTER ACCESS

The library's public computers offer access to the internet using filtering software. The McCracken County Public Library has no control nor any responsibility for the material posted on the Internet outside of the official library website. Information found through an internet search might be current and reliable, or it may be inaccurate, out-of-date, biased, or unavailable at times. Library patrons use the Internet at their own discretion.

Activities which disrupt the Library or its network are prohibited and may result in permanent loss of Internet privileges.

Library users have both the right of confidentiality and the right of privacy. Internet users should be advised, however, that because security is technically difficult to achieve, electronic transactions and files might become public.

Although the library computers are filtered, the Internet may contain material that is unsuitable for viewing by children. Parents are expected to monitor and supervise their children's use of the Internet; the Library staff cannot provide such supervision.

LIBRARY COMPUTER USE

Computer access is available on a first-come, first-served basis with a 4 hour time limit each day for each patron. Desktop computers are available on the first floor in the area behind the circulation desk and on the second floor in the Tech Lab. In addition, Chromebooks are available for checkout for use in-house.   AWE Computers loaded with children's software are also available for use in-house. Chromebook and AWE computer usage does not count against each person's total allocated computer time. The building has WiFi throughout. The use of any computer or mobile device on the library property is subject to this policy.

McCracken County Public Library cards are non-transferable. Users must use their own library card to access a public computer. The use of another patron's library card is not permitted and may result in the suspension of computer privileges.

Computer users should have their library cards with them unless their photograph is available in their library record; a photo I.D. will also be accepted. Passes will be given for one day only at the Information Services Desk.

Material from the Internet may be printed and downloaded. U.S. Copyright Law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted material except as permitted by the principles of "fair use." The responsibility for any consequences of copyrighted infringement lies with the user.

Patrons may download data to a personal storage device. Patrons who do not bring their own storage devices may purchase a USB flash drive at the Information Desk. Headphones are required for listening to any resource with an audio component. Headphones and USB cords are available for one day checkout.

Users may not

- Make any attempt to damage computer equipment or software; alter software configurations; cause degradation of system performance
- Use any workstation for illegal or criminal purposes [including pornography] (Paducah City Ordinances 66-111 et. Seq.)
- Engage in any activity which is disruptive or offensive.
- Use sounds or visuals which might be disruptive to others
- Violate another user's privacy

Violation of the rules described above will be dealt with in a serious and appropriate manner. Illegal acts involving library-computing resources may also be subject to prosecution by local, state, or federal authorities.
Revised and approved by Board of Trustees, July 2017

Digital Inclusion Pilot Program Policy

The Library has laptops and mobile hotspots available for circulation outside of the building. Laptops circulate with a companion hotspot in a kit known as a digital toolbox. Hotspots may also circulate individually.

The Library's Digital Toolbox consists of the following items:

- One laptop computer
- One mobile hotspot
- One wired mouse
- One USB drive (this will become patron property at the end of the checkout period)
- One travel case

Patrons who borrow a digital toolbox or hotspot from the Library must sign an agreement to the following terms and conditions:

The Library is not responsible for any liability, damages or expense resulting from use or misuse of the device(s), connection of the device(s) to other electronic devices, or data loss resulting from use of device(s). Any use of the device(s) for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

Digital toolboxes and hotspots check out for a period of 90 days and are limited to one per household. Patrons must be 18 or older to check out a toolbox and have a library card in good standing (i.e. not blocked because of unpaid fines or billed items).

Holds may be placed and do not affect the lending period. Patrons may download their personal data to the library-provided USB drive and keep the drive after the lending period is over.

Mobile hotspots check out for a period of 21 days and are limited to one per household. Patrons must be 18 or older to check out a hotspot and have a library card in good standing (i.e. not blocked because of unpaid fines or billed items).

Patrons may place a hold on a hotspot. Holds do not affect the lending period.

Digital toolboxes and hotspots do not accrue daily fines nor can they be renewed. Once the hotspot is 1 day overdue, it will be deactivated. If a kit is more than seven (7) days overdue, it will be billed to the patron at a cost of $550. If a hotspot is more than seven (7) days overdue, it will be billed to the patron at a cost of $120. Patrons who return the toolbox or hotspot in satisfactory condition will have their bill waived. Lost or damaged components of the digital toolbox or hotspot will be assessed and charged at an item-by-item basis.

A household may not have both a digital toolbox and an individual mobile hotspot checked out concurrently.

Laptops are equipped with theft recovery software. The Library reserves the right to turn overdue accounts over to appropriate authorities if items are not returned in a timely manner.

Patrons who borrow a digital toolbox or hotspot from the Library may be asked to complete a survey about their usage of the items after they return them. Survey information will be collected to help Library personnel improve services. All information obtained from the survey will be kept confidential.

Approved by the Board of Trustees 7/25/17: Amended September 25, 2018

LIBRARY SOCIAL NETWORKING

The Library Social Networking Policy applies only to those Library-sponsored sites created and maintained by the McCracken County Public Library. While McCracken County Public Library recognizes and respects differences in opinions, all comments, posts and messages will be monitored and reviewed for content and relevancy by the Director or other designated employee(s).

Social networking is used to:
- Announce programs
- Post news such as special events, holiday hours, exhibits, and new item arrivals
- Update resources
- Remind of important resources
- Announce new services
- Serve as a public relations/marketing tool

The types of content that will not be posted include:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Private, personal information published without consent
- Comments totally unrelated to the content of the forum
- Hyperlinks to material not directly related to the discussion
- Commercial promotions or spam
- Postings/comments in violation of the copyright, trademark right, or other intellectual property right of any third party

The Library reserves the right to edit or modify any postings or comments. Public participation in social networking services implies agreement with all Library policies.