

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 Information found through an internet search might be current and reliable, or it may be inaccurate, out-of-date, biased, or unavailable at times.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, 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

TECHNOLOGY LENDING AGREEMENT

The Library has mobile hotspots available for circulation outside of the building.

Patrons who borrow a 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.

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.

Once the hotspot is 1 day overdue, it will be deactivated. If a hotspot is more than seven days overdue, it will be billed to the patron at a cost of \$120. Patrons who return the

hotspot in satisfactory condition will have their bill waived. Lost or damaged components of the hotspot will be assessed and charged at an item-by- item basis.

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: July 25, 2017 Amended: September 25, 2018; May 6, 2022; September 19, 2023

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.

WEBSITE PRIVACY POLICY

The McCracken County Public Library takes the privacy of its users seriously and makes every effort to safeguard the information transmitted or collected via its website. These policies govern information collected on or transmitted to mclib.net and its subdomains.

Personal Information Collected

The library collects personal information via its website only when you specifically provide it to us. Examples of places where personal information is collected and how it is used:

- Mailing list signup form

- o We use a third-party email platform to send occasional emails promoting library services and events. The information you provide when you complete the signup form is governed by their Privacy Policy. You may unsubscribe at any time by clicking the unsubscribe link in any email you receive from the mailing list, or by contacting the library.

- New library card application

- o Information from the new card application is sent to our library system software and is used to create a library account. The privacy of this information is governed by our library circulation records privacy policy.
 - Suggest a Purchase form
 - o Information collected is sent to our suggestion management system which allows staff to organize requests and track their status. Personally identifiable information is encrypted and only visible to authorized library staff.

- Employment application

- o Information from the employment application is collected and sent to our third-party staffing service. Only staff at the third-party service and authorized library staff members have access to employment applications.

The library also collects your library card number when you log into your personal library account and creates a temporary file (a cookie) that allows you to remain logged in as you

do things like place holds or manage your account. This file is destroyed when you log off or leave the online catalog.

Anonymous Information Collected

We collect statistical information from online visitors about the way that our website is used and to help customize and enhance your experience. This is done via cookies. Website use statistics The Library uses Google Analytics to gain insight into the use of our website. Reports from Google Analytics tell us which areas are most popular, the timing of website visits, the type of devices and software used to view our website and types of searches performed via our online catalog. The information from Google Analytics does not contain any personally identifiable information and is used to improve the content and design of the website.

About cookies

A cookie is small amount of data, including a unique identifier, sent to and stored on your computer by a website. Cookies are used to set or remember user preferences for a website and to track online traffic flow. The cookie does not contain any personally identifiable information and can only be read by the website from which it originated. You may disable cookies or be notified of websites using cookies in your browser preferences.

About encryption

The library uses the HTTPS protocol for transmitting information to and from our website and your browser. You can verify that your connection is secure by the presence of a lock icon next to our website address in the address bar of your browser. The S in HTTPS stands for Secure, and means that the data sent to and from our website and your browser is encrypted. This means that your data is strongly protected against anyone that may be attempting to intercept it as it is transmitted to us, or vice versa. Where possible, we try to ensure that our connections to third party services also use the HTTPS standard.

Third parties

The library website links to a number of third party vendors, such as eBook lenders or research databases. Some third party services connect directly to our library system to check the validity of the barcode number you use to log into their product. These sites are each governed by their own privacy policies. We recommend you review the policies for any third-party services you may use.

Adopted: November 27, 2018