

Internet Public Access Policy

The mission of the Kentucky Department for Libraries and Archives (KDLA) is to support and promote access to library services and to ensure that documentation of government activities is created, preserved and made available for public use. Providing free access to the Internet for informational and educational use fulfills part of KDLA's mission because the Internet is an essential medium for obtaining and transmitting information of all types.

The Internet is not subject to regulations that assure the content or accuracy of information. Users should critically evaluate sources for accuracy, completeness, and currency. KDLA has no control over information obtained through the Internet and assumes no responsibility for direct, indirect or consequential damages from use of the Internet.

KDLA provides access to the Internet via a wireless network (Wi-Fi) for users with personal laptops or other mobile devices. This Wi-Fi access is unsecured. Individual users are responsible for ensuring the safety of their personal devices by maintaining proper hardware, software, and network settings, including protection for anti-virus, security, and privacy. KDLA has no liability for damage, theft, or misuse of personal devices while accessing Wi-Fi.

Internet use by KDLA patrons is guided by this Internet Public Access Policy, and KDLA reserves the right to modify the policy at any time. Where relevant, CIO-060: Internet and Electronic Mail Acceptable Use Policy also applies to resources and information technology equipment owned or leased by the Commonwealth of Kentucky.

Patron Rights and Responsibilities

- KDLA Internet workstations are provided for informational and educational use.
- Patron use of workstations may be subject to time limits if other patrons are waiting or a substantial number of workstations are in use.
- As with all its resources, KDLA affirms the right and responsibility of parents/guardians, NOT KDLA staff, to determine and monitor their minor children's use of the Internet. Minors are defined in this policy as children and young people under the age of 18 years.
- Parents are responsible for their minor children's use of KDLA resources and facilities. Children under age eighteen are to use the Internet only under the supervision of a parent or guardian.
- Printers are available for use at the Internet workstations. To avoid damage from viruses and other destructive computer programs, patrons are prohibited from using personal USB/external drives or CDs.
- KDLA has no liability for direct, indirect or consequential damages resulting from the use of information accessed through KDLA's Internet service.
- Patrons are responsible for abiding by U.S. copyright law (Title 17, United States Code) which governs copying, displaying, or distribution copyrighted material.
- Patrons using KDLA Internet workstations may not:
 - save documents on the computer's hard drive
 - install or use their own software
 - attempt to alter software configurations
 - attempt to modify, abuse, or destroy the computer system in any way
- Patrons may not use KDLA Internet access, including Wi-Fi, to:
 - violate the law or encourage others to violate the law
 - transmit offensive or harassing messages
 - offer for sale or use any substance the possession or use of which is prohibited by law

- view, transmit or download obscene matter or materials that encourage others to violate the law
- violate the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, including but not limited to, the downloading, installation or distribution of pirated software, digital music, and video files; users should assume that all materials are protected unless there is explicit permission on the materials to use them
- harass or violate the privacy of others or cause harm to others or damage to their property; this includes engaging in defamation (harming another's reputation by lies), malicious use, spreading of viruses, and hacking. Hacking means gaining or attempting to gain unauthorized access to any computers, computer networks, databases, data or electronically stored information.
- jeopardize the security of the computer network or other networks on the Internet; disclosing or sharing the user's password with others; impersonating another user; using one's own software programs on KDLA's computers; altering KDLA's computer settings;
- damage or modify computer equipment or software for any illegal or criminal purpose that compromises the safety and security of minors when using e-mail, chat rooms and other forms of direct electronic communications
- without authorization, disclose, use, or disseminate a minor's personal identification information.

KDLA Rights and Responsibilities

KDLA assumes responsibility only for the content and accuracy of the information it creates on its web site.

KDLA assumes no responsibility for the content or accuracy of all other information on the Internet.

KDLA does not monitor or censor information accessed by its patrons over the Internet, and therefore cannot be held responsible for its content or use.

KDLA will provide access to the Internet during regular public service hours in the Archives Research Room, network connections permitting.

KDLA staff can provide basic help on Internet use and startup procedures. Staff will not be available for in-depth instruction or assistance.

KDLA reserves the right to suspend Archives Research Room services and privileges to those who do not follow this Internet Public Access Policy.

Sanctions

Users violating these guidelines will be advised of KDLA's policy and asked to comply. Repeated violation of these guidelines after a previous warning will result in suspension from Archives Research Room services and privileges on that occasion. Unlawful activities will be dealt with seriously, including possible prosecution by appropriate local, state, or federal authorities.