

# Basehor Community Library

## Card Application



Please print or write legibly. You will need a driver's license with current address. If applicant is under the age of 16, a parent or legal guardian must be present to apply for a card.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Please circle one:    MALE        FEMALE

Address: \_\_\_\_\_ Address 2: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

To be notified via email about the availability of items placed on hold and overdue items provide an email address below. Your email will also be used to send overdue notices and our Library newsletter. You can opt out of receiving our newsletter at any time.

Email: \_\_\_\_\_

### Policy Agreement

I will be responsible for all materials checked out on this card and will abide by the circulation policies implemented at Basehor Community Library. I have read and agree to the library Computer and Internet policy. I will notify the library of any changes made to my contact information or if my card becomes lost.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: (Under age 16) \_\_\_\_\_ Date: \_\_\_\_\_

### For Staff Use:

Library Card # 100301200 \_\_\_\_\_

Library Card # 100301200 \_\_\_\_\_

Library Card # 100301200 \_\_\_\_\_

Library Card # 100301200 \_\_\_\_\_

Sunflower eLibrary: \_\_\_\_\_

Mail Newsletter - Yes / No

Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Items Due Advanced Notice \_\_\_\_ days

## COMPUTER AND INTERNET USE SAFETY POLICY

### General use

Public access computers are provided for use by cardholders of the Basehor Community Library. Patrons who are not cardholders may be permitted to use the public access computers as a guest, but this use may be limited. Adults may use computers in the children's library when accompanied by a child. The library is not responsible for damage to and/or incompatibility with personal hardware or software that is used and data may not be permanently stored to the library's computers.

- Flash drives/memory sticks, headphones, and earbuds are available for purchase.
- Printing will be sent to a networked printer for a fee.

Using library computer workstations in an inappropriate manner or for illegal purposes is prohibited. Users must comply with the United States copyright law (See United States Code, title 17, Section 107), United States and Kansas statutes, and all other applicable laws.

Unacceptable use of computers includes, but is not limited to:

- Use of computer which impedes activities of others
- Violation of software license agreements
- Violation of user privacy
- Destruction or damage to equipment, software, or data belonging to the library
- Attempt to gain unauthorized access to any data, computer, or network

The user agrees to assume any and all liability for the cost of the repair or replacement in the event of loss due to theft, damage, negligence or misuse.

Members of library staff are under no obligation to monitor library workstation usage, except to comply with the Kansas CIPA. When a member of the library staff determines that a patron is using a workstation in an unacceptable manner, any or all of the following consequences may apply:

- Immediate termination of the computer or Internet session.
- Additional suspension of computer use or other library privileges.
- Notification of appropriate law enforcement officials.

### Internet Safety Policy

The library is concerned for the safety and security of users who access online information. The library has no control over the information on the Internet and cannot be held responsible for its content. As with other library materials, the library affirms the right and responsibility of parents or guardians to guide their children's use of the internet.

Patrons shall not access or exhibit inappropriate matter on computers used in the library. Inappropriate matter is defined as the following:

- Access or exhibit obscene material on library computer workstations. Disseminating or exhibiting obscene material is a crime in the state of Kansas. (See K.S.A. 21-4301 as amended).
- Access material or computer-generated images deemed harmful to minors. (See K.S.A. 21-4301a and K.S.A. 21-4301c, as amended).
- Use the library computer workstations in a manner that allows them to possess a computer-generated image that contains or incorporates sexual exploitation of a child. (See K.S.A. 21-3516, as amended).

Additionally, patrons shall not disclose, use, and/or disseminate personal information that could threaten or create a vulnerability for a minor, for any other person, or for the library.

In compliance with the Children's Internet Protection Act (CIPA), the library uses a filtering service for all internet access. This technology is not infallible and the library cannot be held responsible for prohibited information that may be displayed or for useful information that may be blocked. The Library's Internet Safety Policy complies with the applicable requirements of subsection (b) and L. 2013, ch. 98, sec. 1, and amendments thereto, commonly known as the Kansas Children's Internet Protection Act.

The Library has in place a policy of Internet safety for minors, including the operation of a technology protection measure or other process that blocks or filters online access to visual depictions that are child pornography, harmful to minors or obscene as defined in L. 2013, ch. 98, sec.1.

Persons eighteen years and older may request that this filtering software be disabled for bona fide research or other lawful purpose during their use.

It shall be the responsibility of all members of the library staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Kansas Children's Internet Protection Act.

Patrons who encounter web sites which they believe should be blocked but which are not, or who are prevented from accessing web sites which they believe should not be blocked may submit a complaint. This should be given in writing to the library director or staff member in charge and include the URL of the site in question and whether the request is to block or unblock it. Staff shall examine the site and determine whether it should be blocked or unblocked. If the technology protection measure being used is a regional service, the information and recommendation shall be forwarded to the appropriate regional staff.

Complaints about enforcement of this policy or observed patron behavior which violate this policy shall also be submitted in writing to the library director, providing as much detail as possible.

The library shall inform patrons of the provisions of this policy, including the standards used and procedures for complaint, by making the policy available on the library's web site and in print at the circulation desk.

This Internet Safety Policy was discussed and adopted during an open meeting of the Library Board on March 4, 2014. This policy supersedes all previous Internet Safety Policy statements of the Basehor Community Library and is effective on March 4, 2014. This policy will be reviewed by the Library Board at least every three years.

### Laptops

Laptops are available for checkout for use on library premises to card-holding patrons in good standing with a driver's license. Driver licenses will be retained until the laptop is checked in and secured. Library staff will check the screen, the disc drive and boot up each machine before checking out and upon return while the patron is present.

Laptops must be returned to the Checkout Desk at least 10 minutes before the library closes.