

## ***Electronic Resources***

Revised May 2019

### *Library catalog*

Access to Boyd County Public Library catalog is available to all users and there is no charge for using it. Access to the catalog is provided in several ways:

- Through computers dedicated to the catalog at each location
- Through the library's website at [thebookplace.org](http://thebookplace.org)
- Through the library's app (Apple and Android)

Users with valid library cards and PIN (personal identification number) may use the catalog to:

- Place a hold on an item and indicate which location to pick the item up at
- Access their account:
  - To renew items that are checked out
  - To see what is checked out on the account or on hold

### *Website*

The Library's website, [thebookplace.org](http://thebookplace.org), provides access to the library catalog, online databases, and information about services offered. The website is available 24 hours a day, 7 days a week.

### *Library App (Apple and Android)*

The Library's app (available for Apple and Android devices) provides access to the library catalog, many online databases, information about services offered, and access to [thebookplace.org](http://thebookplace.org) (the library's website).

### *Gaming Systems*

Gaming systems are available at all three branches. These stand-alone platforms are available to use on a first come/first use basis. Game controllers, accessories, and games are available to checkout at the Front Desk.

### *Public use computers*

The Library provides computers, desktops and laptops, for public use. There is no charge for using the computers, except for printing. A library card, or guest pass and ID, are required to use public computers. Computer use is on a first come/first reserved basis. Computer time is limited to two (2) sessions per day system wide, with a maximum of 120 minutes per session.

### *Youth Computers*

These computers are reserved for youth use (12 years of age or younger). Anyone using these computers must be accompanied by someone 12 or younger at the computer. Under no circumstances may someone over the age of 12 use a Youth Computer unattended. Computer use is on a first come/first reserved basis.

### *Main Library Genealogy/Winder Room Computers*

These computers are reserved for users of the room's resources to conduct local history and genealogy research. Anyone using these computers must be doing related research or with someone doing research on the computer. Computer use is on a first come/first use basis. Reservations are not available for the Winder Room's computers.

### *Internet Acceptable Use*

Boyd County Public Library will make the resources available on the Internet accessible to all patrons having a valid library card or appropriate ID. Patrons 17 years of age or younger must have authorization by a parent or guardian to access the Internet. Parent or guardian must be present and provide appropriate ID when authorizing a minor's use.

The Library does not monitor, and has no control over, the information accessed through the Internet and cannot be responsible for its content. Much of the information on the Internet is timely, useful, and/or entertaining. Some of it is dated, erroneous, or offensive. This is also the case with printed materials. Library users should cast a cautious and critical eye on any and all data they discover.

The job of the library is access, not endorsement.

### *Filtering*

The Library employs the use of filtering software. Filtering software is designed and implemented to support the Library's policies in providing Internet access.

Patrons who are eighteen years of age and above may request that the filtering software be disabled. The filter may be disabled by the patron or with the assistance of the Library's staff. Staff will not require an explanation for disabling the filter.

The filter will not be disabled for any patron under the age of eighteen. A juvenile may remain in the presence of an adult who has requested the filter be disabled. The adult must remain at the computer during the time that the filter is disabled.

Patrons may not subvert the Library's filter on Internet access. Any attempt to do so could result in loss of privileges.

The Library's policies regarding the use of its computers and Internet access remain in effect when the filter has been disabled.

Some public computers may be designated as "filtered only" at the Library's discretion. The filter will not be disabled on these designated computers. Filters are placed on all computers.

### *Privacy*

The Library does not provide privacy for individual users. There is no expectation of privacy or security on the Internet. Therefore sending or receipt of any information through the Internet is at the sole risk of the user.

Staff encourages patrons to be diligent, careful, and suspicious when providing personal information on any website.

#### *User Risks and Responsibilities*

The Internet offers unlimited global access to information. However, not all sources on the Internet provide information that is accurate, current, legal, or philosophically acceptable to everyone. The Library is unable to monitor or control the content of the materials on the Internet. Users of the Internet are responsible for their own choices. Parents and guardians are responsible for the use of these resources by their own minor children.

As with the Internet, games available may not be philosophically acceptable to everyone. The Library is unable to monitor or control the content of the games. Users are responsible for their own choices. Parents and guardians are responsible for the use of these resources by their own minor children.

Misuse of the Library's computers, gaming systems, and/or the Internet will result in loss of access. The Library reserves the right to end a computer, gaming, or Internet session at any time. In utilizing the resources of the library, including the Internet, patrons are expected to be both law-abiding and civil. Unacceptable use of the library's resources may result in loss of library privileges or appropriate legal action.

#### *Limits and Reservations*

- Desktop computers

The Library uses automated time-keeping software to track the use of the public use computers. A valid BCPL card is required to access this system. With a valid picture ID, a guest pass, or temporary number, may be generated for patrons who do not have a Boyd County Public Library card.

Users are limited to two hours per session but may have up to two sessions per day. The number of sessions may be limited if other patrons are waiting for computers or if a substantial number of the Library's computers are currently in use.

Workstations may be reserved by patrons using the Library's automated software. No other reservations will be accepted. Reservations may only be made in person.

A maximum of two patrons may use a single computer at one time.

- Laptop Computers

The Library provides laptops through a kiosk that dispenses laptops for in-library use. A valid BCPL card is required to access this system. With a valid picture ID,

a guest pass, or temporary number, may be generated for patrons who do not have a Boyd County Public Library card.

Users are limited to two hours per laptop which is the average charge time for each machine. Users may have up to two sessions per day. The number of sessions may be limited if other patrons are waiting for a laptop or if a substantial number of the Library's laptops are in use.

- **Gaming Systems**

The Library provides gaming systems with a variety of gaming options. A valid BCPL card is required to access the gaming systems.

Game time is unlimited. Gaming sessions may be limited if other patrons are waiting to use the system. Up to four people may use a gaming system at one time.

### *Wireless Network*

Wireless access to the Internet is available throughout the district. Patrons may use their own hardware to access the wireless network.

Library policies concerning "Internet Acceptable Use", "Privacy", and "User Risks and Responsibilities" also apply to wireless users.

Failure to adhere to these rules may result in the loss of wireless privileges.

### *Modification and Downloading*

To maintain the integrity and security of the library computer and gaming systems, users may not upload or install other software, reconfigure the software, change settings on any computer or gaming system, or exit the software to initiate commands from any of operating set-up program or command prompts.

Downloading is permitted. Users must provide their own storage media. Downloaded materials will not be retained on the Library's computers or gaming system. Information downloaded from the Internet may contain malicious elements (like computer viruses) that could result in loss of data or damage to other computer equipment. The Library is not responsible for damage to a person's storage media nor for any loss of data, damage or liability that may occur from the use of the Library's computers.

It is recommended that patrons be aware of the time and complete all file saving and/or printing before the end of the time reserved.

### *Copyright*

Software is copyrighted, including any programs residing on the hard drive. Media (such as, but not limited to, movies, music, audiobooks, ematerials), regardless of

format, is covered under United States copyright laws. It is a violation to copy library software and media for any purpose, even for personal use.

The copyright laws of the United States (Title 17 US Code) governs the printing of copyrighted material. The Library is not liable for any infringement by its patrons.

*Staff Assistance for Computer Use*

Staff are available to answer basic questions such as how to start a program, how to save a file, how to print a document, etc.

More in-depth questions will be answered as time allows. There are printed materials available for use. Patrons who have never used a computer before should plan to spend two hours learning the basics and an additional two hours producing a document.

Personalized training may be scheduled as time and staff allow.