



Webpage Terms of Use and Policies

Notice on Non-Discrimination

South Central Kansas Library System (SCKLS) makes all organizational decisions without regard to race, color, religion, gender, sexual preference, age, qualified disability, national origin, veteran status or any other basis prohibited by applicable law. Inquiries may be directed to Julie Rogers, Human Resource and Financial Specialist, 321 North Main Street, South Hutchinson KS, 67505, 800-234-0529, Ext. 120.

Legal Notices

Web Site Terms of Use

The purpose of the South Central Kansas Library System web site is to provide information about SCKLS services to its membership. Use or reproduction of information, images, or materials on the SCKLS web site, for any purpose not expressly intended, is prohibited. Written permission from the SCKLS Director is required for use of SCKLS logo and other intellectual property.

Disclaimers

No information on the SCKLS web site is intended nor constitutes any sort of contract, either expressed or implied. SCKLS determines that information on our web site is accurate at the time of posting. SCKLS reserves the right to change, modify or alter without notice all information. SCKLS reserves the right to add or delete, without notice, any materials listed on the SCKLS web site. Views and opinions expressed by SCKLS staff are not necessarily the views of SCKLS. SCKLS is not responsible for contents on links to non-SCKLS web sites.

Web Privacy Statement

The Kansas Open Records Act (KORA) recognizes that certain records contain private or privileged information and may be designated by SCKLS as closed from the public. Accordingly, the policy of SCKLS is that the following records whether in print, graphic or electronic format are confidential:

- Exception 3 Medical treatment records
- Exception 4 Personnel records of SCKLS employees
- Exception 7 Library, archive or museum materials contributed by private persons to the extent of any limitations imposed as conditions of contribution
- Exception 8 Information which would reveal the identity of an individual who lawfully makes a donation to SCKLS if the anonymity of the donor is a condition of the donation
- Exception 23 SCKLS user registration records and circulation or loan records which pertain to identifiable individuals

Web Access to Records Statement

The SCKLS Director serves as the custodian of records and Freedom of Information Officer in regard to duties outlined in the Kansas Open Records Act (Kansas Statutes Annotated 45-215 through 45-223). Under the Kansas Open Records Act, citizens have the following rights:

1. To inspect and obtain copies of public records which are not exempted from disclosure by a specific law.
2. To obtain a copy of SCKLS policies and procedures for access to records and to request assistance from the SCKLS Freedom of Information Officer.
3. To bring a private law suit or to file a complaint with the SCKLS Executive Committee if you feel you are wrongfully denied records.
4. To receive a written response from the SCKLS within three (3) business days of your written request.

SCKLS' response may inform the citizen that it will take additional time to produce the records. Reasons for additional time may include voluminous records, complicated request parameters, unresolved legal issues or difficulty in accessing archived records.

SCKLS may legally deny the citizen's request, in whole or in part. If the request is denied, SCKLS will identify generally the records to be denied and the specific legal authority for the denial.

A citizen has the responsibility for requesting a record or records, whether they are written, graphic or electronic. The Kansas Open Records Act (KORA) does not require SCKLS to answer questions about the record or prepare reports. SCKLS requires that a citizen request a record in writing and provide proof of identity. As with other personal photocopy services from SCKLS, there is a fee of .50 per page. Records commonly requested include, but are not limited to policies; minutes/records of open meetings; salaries of library employees by position and budget documents.

Security

Unauthorized attempts to access privileged data is strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 (18 U.S.C. § 1001 note) and the National Information Infrastructure Protection Act of 1996 (18 U.S.C. § 1030). Law enforcement officials will be contacted in the event of possible violations.

Restrictions on Use and Access

While most of the SCKLS web site is public and unrestricted viewing is allowed, some areas may be password protected.

Questions regarding this policy should be directed to one of the following SCKLS staff:

- A. SCKLS Director