

# Oliver Paipoonge Public Library

<b>Category: Operational</b>	<b>Policy number: OP-11</b>
<b>Policy Title: Internet Access and Computers</b>	<b>Initial Policy Approval Date: 09/29/21</b>
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	<b>Year of Next Review: 2026</b>

The Board endorses the use of the Internet as an essential source of information to complement traditional Library collections. The Internet functions in an unregulated, global environment and therefore, provides access to a wide variety of resources over which the Library has no control. This policy established the provision of public network services to access the Internet and the acceptable use of these services.

## Reliability and Appropriateness of Information on the Internet

1. Resources will be made available to inform users about the reliability and appropriateness of information available on the Internet.
2. The Library is not responsible for the accuracy of the information available on the Internet. This is the responsibility of the producer/originator or publisher.
3. The Board is not responsible for the quality, legality, appropriateness or availability of any Internet sources accessed through the Library's public computers.

## The Library's Website

1. The Library will maintain a website that provides:
  - a. Information about services and operations.
  - b. Access to the catalogue.
  - c. Access to eBooks.

## Access to the Public Computers

1. The Board will ensure that access to, and use of, the public computers are compatible with the Board policy on Intellectual Freedom.
2. Wired and/or wireless access to the Internet via the library is provide free of charge.
3. Access to the Wi-Fi network will be available on the Library public computers or users' personal devices.
4. The Library reserves the right to set time limits or ask users to limit their time on the public computers. Employees have the right to reserve and adjust computer time and scheduling as necessary.
5. Email will only be made available through outside email providers, such as Gmail, via public web browsers such as Internet Explorer.
6. The Library wireless network is not secure; the Library therefore cannot guarantee the safety of traffic across the wireless network. The Library does not assume any responsibility for the configuration, security or files on personal laptops resulting from connection to the public network. Users should be aware that information sent to or from

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their laptop or device can be captured by anyone else with a wireless device and appropriate software. Users are warned that they use the public computers and wifi network at their own risk.

7. The Library is not responsible for any damages sustained while using a personally owned device within the Library's premises or while using the wireless network.
8. The Library will not be responsible for any expenses incurred by, or the potential repercussions of a third party using, personal/banking/credit card information that has been entered via the public computers.

### **Privacy and Confidentiality**

1. Use of the public computers falls under the provision of the library's *Confidentiality and the Protection of Privacy Policy*.
2. Privacy at the workstations is not guaranteed. Employees will take reasonable measures to ensure the privacy and confidentiality of a user's use of the Internet in the Library.
3. Users must respect the privacy of others. Internet workstations are situated in public areas, and content being viewed by users may be seen by other people. Users are expected to use the Internet in accordance with this environment.
4. The Board assumes no responsibility for the security and privacy of on-line transactions, as the Internet is not a secure medium and third parties may be able to obtain information about the user's activities.

### **Use by Children**

1. Children may access all information and use all facilities provided by the Library.
2. The Library has not installed filtering software on any of its computers.
3. The Board will ensure that children's and youth's access to the Internet is compatible with the policy on Children's Services and the policy on Intellectual Freedom.
4. The Board accepts no responsibility for enforcing restrictions which a parent or guardian places on a child's use of the Internet resources.
5. Employees will affirm and acknowledge the rights and responsibilities of parents and guardians to monitor and determine their children's access to materials and resources.
6. Parents/guardians will assume responsibility for deciding which resources and type of Wi-Fi access are appropriate for their children.
7. Parents will be made aware that the term 'children' as used by the Board in this policy means up to and including, the age of 16. Children under the age of 16 who wish to use the public Internet access computers must have a signed consent form on file with the Library. In cases where this is not possible, consent by telephone for the interim is acceptable.

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## Acceptable Use

1. To ensure equitable access to the public computers and efficient use of resources, the Board sets rules for use and reserves the right to modify these whenever and wherever appropriate.
2. Users who deliberately violate the rules may have their Library privileges suspended.
3. The Acceptable Use Rules are:
  - a. Users should view the use of the computers for Internet access in the same way as they view the use of the general collection; that is, they are shared resources.
  - b. Users must respect the laws of Canada when using the public network.
  - c. Use of the public network for illegal, actionable or criminal purposes or to seek access to unauthorized areas is prohibited. Examples of such illegal activities include, but are not limited to, harassment or stalking, libel, illegal commerce or solicitation, “hacking” or tampering with other computer systems. Viewing, downloading and/or printing child pornography.
  - d. Illegal use will be reported to the police.
  - e. Users of the public computers may not violate or circumvent copyright and other intellectual property rights. The Board will promote fair use copyright principles and will advise users of their legal responsibilities regarding these.
  - f. Misuse or abuse of computers or programs is not acceptable. Offenders may be required to leave the Library. In the case of the employees and volunteers, appropriate disciplinary action will be taken.
  - g. User-created files shall not be saved on the Library’s computers. Files that are saved will be removed. Users may store files on personal removable storage media.
  - h. User-supplied software shall not be installed on the Library’s computers, and users may not modify or reconfigure software installed on the Library’s computers.

## Assistance from Employees

1. Employees will provide assistance with:
  - a. access to the public workstations.
  - b. helping customers begin their search for information.
  - c. access to e-books.

## Compliance

1. The CEO will ensure that all employees working in the Library are informed and familiar with this policy and the Acceptable Use Rules.
2. The employees will make all reasonable efforts to ensure that all users comply with the Acceptable Use Rules.

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3. The Board will support its employees in their fair and informed enforcement of this policy and associated rules.
4. Actions take by employees may be appealed to the Board.

### **Terms of use – wireless access**

1. Users are required to abide by the Library's Public Access and Use of Computers Policy.
2. Users should be aware that the use of the Internet for illegal purposes is prohibited and may result in prosecution.
3. Parents and legal guardians are responsible for their children's use of the Internet.
4. Users are responsible for providing their own devices, and configuring these device to ensure that they function properly. The Library cannot guarantee that every device will be compatible with the network.
5. Employees may only provide limited assistance to users in accessing the network. If assistance is required beyond what is given in the Library's general instructions, users should contact either the company that sold the equipment, or the manufacturer of the hardware or software.
6. The Library will not guarantee access to electrical outlets to wireless users, and suggest that users bring a fully charged battery. Users may not plug their device into any outlet that has been provided for the Library's own computers.
7. The wireless network is not secure, and traffic on the network is unencrypted. Data sent to and from user devices could be captured by someone else.
8. It is the responsibility of users to protect their devices against any potential abuse, such as viruses, malwares, or breach of privacy. The Library assumes no responsibility or liability for any direct or indirect damages resulting from the use of the wireless network.
9. In order to protect the network and users, the Library reserves the right to terminate a connection at any time or to withdraw wireless access entirely.
10. Printers are not available on the wireless network. Users requiring printing support are asked to save their file to an external storage device (i.e. USB drive), and then print from one of the Library's work stations.
11. The Library reserves the right to impose user bandwidth restrictions as required and without notice.