

<b>RAINY RIVER PUBLIC LIBRARY</b>		
Category: <b>SERVICES</b>		Number: <b>SE3</b>
	Topic: <b>Internet Access</b>	Page: <b>1 of 3</b>
Date: <b>June 15, 2011</b>	Authorized by:	

This policy establishes the library's rules for access to the internet.

### **1. Library Responsibilities**

- a. The library will ensure that access to, and use of, the Internet is consistent with the library board's adoption of the Canadian Library Association's Statement on Intellectual Freedom.
- b. The library will ensure equitable access to the Internet and efficient use of the resources provided; the library sets rules for Internet access and reserves the right to modify these whenever and wherever appropriate.
- c. The library will provide access to the Internet free of charge, and access to electronic resources, such as subscription databases and downloadable audiobooks.
- d. Access to the Internet will be available from both the public computers and users' personal devices.
- e. The library reserves the right to set time limits or ask users to limit their time on the public computers. The staff reserves the right to adjust computer time and scheduling as necessary.
- f. The library does not limit access to Internet content.
- g. 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.
- h. User-created files will not be saved on the library's computers. Files that are saved will be removed. Users may store files on personal removable storage media.
- i. 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.
- j. Library staff are active intermediaries between users and Internet resources and are essential to the provision of relevant, accessible, high quality library services. Staff will support the user in effective, efficient and responsible use of the library Internet service. Staff can help users determine the reliability, currency and accuracy of sites accessed on the Internet.
- k. Library staff will advise users of appropriate conduct as required and state consequences of not following the rules of conduct should unacceptable behaviour continue or be repeated. Terms of use of the service will be posted at all public workstations in the library.

### **2. User Responsibilities**

- a. Users will be required to accept/acknowledge the terms of service when signing on to the public access computers to access.
- b. Users are responsible for determining the reliability, currency and accuracy of sites accessed and information found using the Internet.
- c. Users are responsible for respecting the rights of others when accessing Internet sites in library space. Users must be aware that library computer workstations are in public areas shared by people of all ages and sensibilities. Some content is age inappropriate for children. Some content may be offensive, objectionable and/or intimidating to other library customers and/or staff.

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- d. In using the Internet or the wireless network, users are subject to federal, provincial and municipal legislation related to Internet use, including provisions of the Criminal Code. Library computers and access may NOT be used:
- i. To access sites or transmit materials which violate any Canadian legislation such as defamatory, discriminatory or obscene materials.
  - ii. To display overt sexual images.
  - iii. To send fraudulent, harassing or obscene messages.
  - iv. 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.
- e. Users who deliberately violate the rules may have their library privileges suspended.

### **3. Use by Children (see also the Children's Services Policy)**

- a. Children may access all information and use all facilities provided by the library.
- b. The library will ensure that children's access to the Internet is consistent with the policy on Children's Services, the Canadian Library Association's Statement on Intellectual Freedom, and any federal, provincial and municipal legislation.
- c. It is the right and responsibility of parents and guardians to monitor and determine their children's access to materials and resources, including the Internet. The library accepts no responsibility for enforcing restrictions which a parent or guardian places on a child's use of the Internet resources.

### **4. Consequences of Improper Use**

- a. Illegal use will be reported to the police.
- b. Any person violating the Library Internet Services Policy risks suspension of library privileges, exclusion from the library for a period of time, banning and/or prosecution.
- c. Misuse or abuse of computers or programs is not acceptable. In the case of staff and volunteers, the County of Huron Internet Access and Acceptable Use policy will be implemented.

### **5. Internet Rules at a Glance.** These shall be posted on all public workstations.

"Access to the Internet is provided for research and information purposes.

- Computers are for Internet use only unless otherwise identified.
- Use of these computers for illegal purposes, including copyright violation, pornography, obscenity and hate literature, or sending fraudulent, harassing, or obscene E-mail messages is prohibited.

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- Anyone not adhering to the Rainy River Public Library ACCEPTABLE USE AGREEMENT or who damages any computer or software will have their privileges suspended and will be held responsible for damages.
- Internet workstations are available to registered users only. Please register at the library circulation desk. Use is by appointment and may be limited to 60 minutes per day on a first-come, first-served basis. You must leave the workstation as soon as your time is up. Computers are shut down 5 minutes before closing.
- Children under the age of 12 must be accompanied by an adult or CAP trainer during the full session. Parents and guardians are reminded that restriction of a child's use of library computers, including Internet access, is their responsibility.
- No more than 2 persons may use an Internet workstation at one time.
- E-mail access is available only through web-based e-mail providers.
- There is no access to file transfer (ftp) or downloading. The use of personal floppy discs is prohibited. Use of personal software programs is not permitted.
- Food and drinks are not permitted around or near the computers.
- Printing costs \$0.35 per page for black and white, \$0.45 per page for colour.
- Staff can only assist users when time and knowledge permit."

**6. Kids' Internet Safety Rules.** These shall be given to every child internet user and posted in the children's section of the library.

"It's OK...

... to surf the Net, but remember there are some bad things on the Net. You will know the bad stuff when you see it or read it and feel uncomfortable about what you found. If this happens, leave the web site.

... to have Net friends to talk or chat with, but remember that they are still strangers and could hurt you. It's ok to give your Net friends your first name. Don't give your Net friends your last name, home address, phone number or tell them where you go to school. Don't tell them about your family. Don't arrange to meet someone you met on the Net.

... to look for fun stuff on the Net, but there are places on the Net that are for adults only. If you find yourself in an "adults only" place, or anyplace you think you shouldn't be, leave the web site.

... to look at stuff that's for sale on the Net, but don't order anything, as these will need your name, address and a credit card number. Remember that any offer that is "too good to be true" most likely is.

It's NOT OK...

... to use the library's computers without registering with a staff member. If you are under 12 you must be with an adult or a CAP worker.

... to print pages without making sure they are what you really want. Printing costs 35 cents per page for black & white, and 45 cents per page for colour.

... to have more than two (2) people at a computer workstation.

... to damage the equipment or alter the software in any way. Downloading programs from the Net is not allowed."