Centre Hastings Public Library (Madoc)

Policy Number: **OP-07**	Initial Policy Approval: **Nov 2011**
Policy Type: **Operational**	Last Review/Revision: **May 2016**
Policy Title: **Public Internet Access and Use**	Year of Next Review: **Nov 2018**

In order to provide public internet access, the Centre Hastings Public Library Board has adopted a Public Internet Access and Use Policy.

It is the intent of the Centre Hastings Public Library Board to provide public access to Internet and other electronic resources in fulfilment of the Library's mission statement.

The Centre Hastings Public Library will contribute to the educational, recreational and economic growth of Municipality of Centre Hastings and will provide its citizens with the ability to use information in current and developing formats. The library also fulfils its traditional role of providing equal access throughout the community.

The library Board established the following policy for Internet use in the library:

Policy Statement:

The Centre Hastings Public Library does not monitor and has no control over the information accessed through the Internet, and cannot be held responsible for its content. Not all Internet sources provide accurate, complete, age appropriate or current information. It is the user's responsibility to question the validity of any information.

Parents may find some of the material on the Internet objectionable. As with other library materials, parents are expected to provide guidance in its use. Any restriction of a child's access to the Internet is the responsibility of the parent / legal guardian.

The Centre Hastings Public Library recognizes the concerns that parents have about potential harm to their children when they are exposed to pornographic, criminal, or hate material on the Internet. In order to address these concerns, the library has taken the following steps:

- requiring unaccompanied youth under age 16 to have a signed parental permission form on file
- requiring that all Internet users sign up for workstation use
- requiring users to agree to use the internet responsibly, as outlined below, **whether using the Public Access Computers or their own devices.**
- addressing any violations of policy in a timely manner.

Responsible Use:

All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner which includes:

- using resources for educational, recreational and informational purposes and not for unauthorized, illegal or unethical purposes
- respecting the privacy of others using public access workstations and not interfering with their use
- making only authorized copies of copyrighted or licensed software or data
- respecting library time limits for using the Internet and yield to the next signed-up person

- patrons agree to take responsibility for all financial transactions they perform on the Internet (eg.) on-line banking, shopping, stock trading, etc. The Library assumes no responsibility for lost data or financial transactions which may occur during system down times, scheduled or unscheduled.

Violation of the acceptable use policy is defined as Internet abuse, and can include the following:

- using the Internet to access, display, download, upload, forward or e-mail material with pornographic (as defined by the Criminal Code of Canada - Section 163), criminal, or hate literature content
- subverting or attempting to subvert any security devices in either software or hardware format which the library has installed on its Internet workstations
- installing or attempting to install viruses or other programs designed to damage or alter software on the workstations, the LAN (Local Area Network) or the Internet, or seeking unauthorized access to any computer system
- using email to send unsolicited commercial material, spamming or mail bomb
- misrepresenting oneself as another user
- attempting to modify workstations in any manner or attempting to gain access to files, passwords or data belonging to others
- attempting to modify, vandalize or steal library property

Violations including, but not limited to, the above may result in the following:

- the library reserves the right to request that patrons discontinue use of the Internet
- patrons in violation of the library's Internet use policies will have their Internet privileges revoked or may be banned from using the library