



The City of Kawartha Lakes
Public Library

Policy Number: LIB2018-10

Policy Name: PUBLIC INTERNET AND COMPUTER ACCESS POLICY
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Developed By:	Jamie Anderson, Library Director/CEO	Date:	1 March 2018
		Adoption Date:	1 March 2018
Resolution #:	LIB2018-10	Effective:	1 March 2018
Review Cycle:	Once per term	Last Reviewed Date:	1 March 2018

POLICY STATEMENT AND RATIONALE:

The purpose of this policy is to provide a statement of philosophy and identify key objectives with respect to the provision of fair and equitable access to the Library’s public computers and the Internet to ensure equal and worldwide access to information to meet personal, educational, business, and community needs. As well, the Library supports the individual’s right to intellectual freedom as embodied in the Canadian *Charter of Rights and Freedoms*. The Library Board has endorsed the *Statement on Intellectual Freedom and Libraries* of the Canada Federation of Library Associations. At the same time, the Library Board supports and is supported by the *Canadian Copyright Act*, and *Criminal Code of Canada*, and other legislation governing access to expressions of knowledge and intellectual activity.

SCOPE:

This policy shall apply to the City of Kawartha Lakes Public Library and all of its branches.

DEFINITIONS:

In reading and interpreting the Board Recognition Policy, the following definitions shall apply:

“Branches” means a library branch of the City of Kawartha Lakes Public Library.

“CEO” means the Chief Executive Officer of the City of Kawartha Lakes Public Library.

“City” means the Corporation of the City of Kawartha Lakes.

“Library” means the City of Kawartha Lakes Public Library.

“Library Board” means the City of Kawartha Lakes Public Library Board.

POLICY, PROCEDURE AND IMPLEMENTATION:

1.0 Responsibility

- 1.1 The CEO, or designate, is responsible for ensuring that the appropriate procedures are implemented in order to adhere to this Policy.

2.0 Priorities

- 2.1 In order to obtain access to a public computer, every person must have a library membership, in good standing, and must present their library card except as noted in 3.0 below.
- 2.2 Walk-in service will be provided on a first come, first serve basis. Pre-booking will be allowed and may be made in person or by phone.
- 2.3 Users are allowed one-half or one hour of public computer access per day, subject to location. Library Staff may extend access time beyond the half-hour or one hour time limit, where appropriate.

3.0 Exceptions to Membership Requirement

- 3.1 Visitors and other non-residents of the City will be encouraged to take out library memberships. However, if they do not wish to do so, they will still be provided with access to the Library’s public computers.

4.0 Acceptable Use

- 4.1 Users must act with respect and consideration for one another and staff. All Users are required to respect the privacy of others.
- 4.2 Users must obey the laws of Canada when using Library computers. Use of Library computers for illegal, actionable, or criminal purposes or to seek access to unauthorized areas is prohibited. Infringement of copyright and other intellectual property rights is prohibited.
- 4.3 Users are expected to treat Library computers and equipment with respect and take care to ensure that all persons enjoy equitable access. Users are not permitted to alter, tamper with or damage the Library’s computer equipment or software configuration. This includes, but is not limited to, attempting unauthorized entry to the Library’s network or external networks, intentional propagation of computer viruses, and/or violation of vendor software license agreements.

- 4.4 In a situation where there is a contravention or perceived contravention of the law, Library staff will contact the police.
- 4.5 Public computer workstations are situated in public access areas and, as such, the Library does not guarantee privacy. The Library reserves the right to terminate a session if a User displays controversial information or images, or engages in behaviour that disturbs other library Users.
- 4.6 Any person who violates this Policy risks suspension of Internet access, suspension of Library privileges, exclusion from the Library for a period of time, and/or prosecution.

5.0 Access by Children

- 5.1 The Internet may contain material that is inappropriate for children. Parents, guardians, or caregivers are responsible for monitoring and supervising their children's use of the Internet.
- 5.2 Users under the age of 16 years will be required to obtain parental permission before they are allowed access to the Internet. Parents or guardians will be requested to visit the Library in order to complete the Library in order to complete the Library's *Public Internet Access User Agreement (for Users Under the Age of 16 Years)*.
- 5.3 Only the computer workstations located in the Children's Department of the Lindsay branch contain commercial filtering software aimed at blocking objectionable sites. The Library assumes no liability in the event that the filters are not 100% effective.

6.0 Liability

- 6.1 Users should be aware that some of the information on the Internet may be inaccurate, controversial, or out-of-date. It is the User's responsibility to question the validity of any information. The Library assumes no responsibility for any damages, direct or indirect, that may result from information obtained via the Internet.
- 6.2 The Library is not responsible for any expenses incurred or the potential repercussions of a third party capturing personal, banking, or credit card information that has been entered on a Library computer terminal.

- 6.3 The Library assumes no responsibility for copyright. Users are responsible for complying with intellectual and property rights and laws. This includes private, confidential, or restricted data, as well as copyrights and licenses for the use or accessing of information or programs. The User is responsible for assessing whether or not programs or data are subject to copyright.
- 6.4 The Library assumes no responsibility for any damages, direct or indirect, arising out of the actions of Users who have access to the Library's public computers.
- 6.5 The Library assumes no responsibility for any damage that may occur to any personal peripheral devices used by members of the public in conjunction with the Library's personal computers. Those devices include, but are not limited to, personal disks, flash drives, or the information contained therein.

7.0 Privacy and Confidentiality

- 7.1 Public computer workstations are situated in public access areas and as such the Library does not guarantee privacy.
- 7.2 Any information obtained about an individual who uses the Library's computer service will be subject to the Freedom of Information and Protection of Privacy Act.
- 7.3 Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain access to data being transmitted as well as record and track activities.
- 7.4 The Library will not release information on the use of specific Internet resources by members of the public except as required by law.