



The City of Kawartha Lakes
Public Library

Policy Number: LIB2020-XX

Policy Name: PUBLIC INTERNET, COMPUTER ACCESS AND ACCESS TO PUBLIC WIRELESS
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Developed By:	Jamie Anderson, CEO	Date:	01 March 2018
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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 access to information to meet personal, educational, business, and community needs.

Users of the Library's public wireless network, using their own devices not owned by the Library, are not required to identify themselves in any way nor do they need to be Library members. All provisions of this policy also apply to the use of personal devices when accessing the public wireless network or being used in within the Library, where applicable.

SCOPE:

This policy shall apply to the City of Kawartha Lakes Public Library, all of its branches and use of its public wireless network.

DEFINITIONS:

In reading and interpreting this 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 Depending on computer station, users have access between 15 minutes and 60 minutes per session. Library Staff have the discretion to extend access time depending on computer availability.

3.0 Exceptions to Membership Requirement

- 3.1 Users will be encouraged to obtain library membership numbers. However, if they do not wish to do so, patrons will still be provided with access to the Library's public computers if available.

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 on public computers. Parents or guardians will be requested to visit the Library in order to complete the Library's *Public Internet Access User Agreement (for Users Under the Age of 16 Years)*.
- 5.3 Users under the age of 16 years may only use a computer guest pass when accompanied by the parent or guardian.
- 5.4 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 using the Library's public computers.

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.