



BRACEBRIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

CATEGORY: Facilities Use #4

POLICY REPLACING: Acceptable
Computer & Electronic Devices Use
March 10, 2009

SUBJECT: Acceptable Computer & Electronic
Devices Use

BOARD APPROVAL DATE: April 11, 2017

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RATIONALE:

It is the intent of the Bracebridge Public Library to provide public access to the Internet and other electronic resources in fulfillment of the Library's purpose. These guidelines have been established to ensure that all Internet use is conducted in a responsible and legally compliant manner.

DEFINITIONS:

Objectionable material – Whether in text or images, obscene, sexually explicit, hate or criminal material (as defined by the Criminal Code of Canada Section 163).

POLICY STATEMENT:

This policy applies to any electronic device whether data is accessed via the Library's Internet connection, wireless network, patron data plans or stored data.

Users should be aware that not all sites provide information that is accurate, complete, current, legal or philosophically acceptable to everyone. The Library has neither control over nor responsibility for Internet content, with the exception of information generated by the Bracebridge Public Library.

Staff will provide assistance to users in accessing the Internet as time permits. Users may also be referred to a variety of Internet handbooks and directories contained in the Library's collection.

Some Internet sites and computer files are inappropriate in a library setting, and users must be aware that the library is a public building that is shared by people of all ages and sensibilities. Individuals who access objectionable material whether on the public computers or using personal electronic devices will be asked to cease or leave the premises. Public computer privileges may be suspended.

All users of the Library's Internet access must sign the Internet Use Sign-Up sheet. By doing so they are agreeing to comply with the Acceptable Computer & Electronic Devices User Agreement which states:

- Computers or electronic devices may be used for educational, informational and recreational purposes and not for unauthorized, illegal or unethical purposes.
- Patrons will not attempt to modify or gain access to files, passwords or data belonging to others, or to install or attempt to install viruses or other programs designed to damage or alter software on the workstations, LAN or the Internet, or to seek unauthorized access to any computer system.
- Patrons will not use the Internet to access, display, download, upload, print, forward or email material with obscene, sexually explicit, hate or criminal content (as defined by the Criminal Code of Canada Section 163).



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- Patrons will not use email to send unsolicited commercial material, spamming or mail bombs.
- Patrons will respect the privacy and rights of others using public access workstations by not interfering with their use and by adhering to the time limits placed on workstation use.
- Patrons will make only authorized copies of copyrighted or licensed software or data.
- Bracebridge Public Library cannot be held accountable for the safety, security, or damage to any personal electronic device brought onto library property.
- Children must present their library card to staff before accessing the Internet to verify parental/guardian permission.

The individual's own valid Bracebridge Public Library card must be presented. Young adults or adults who do not have a valid Bracebridge Public Library card in hand are subject to a \$2.00 fee to use the Internet or receive the wireless password.

As with all library materials, a child's access to the Internet is the responsibility of the parent or guardian. It is required that children who have not yet begun high school must either be supervised by a parent/guardian while accessing the Internet in the Adult Department or have a parent/guardian come into the library to sign a permission form authorizing Internet use on the Adult computers. Staff will record parental/guardian permission on the child's registration and forms will be kept on file.

Workstations are accessed on a first-come basis, subject to reservations for library programs. Patrons are allowed 1 session up to 1 hour per day. The "Express" terminal is designated for sessions up to 20 minutes. As a courtesy to visitors, this terminal is offered free of charge with a limit of one session per day.

Users who wish to download information may bring their own removable storage media. With the exception of the Express Internet workstation and Children's computers, printing is available from a coin-operated printer.

Users who change or tamper with hardware/software settings, display screens or security features, or otherwise alter Library settings will have their Internet/wireless use privileges revoked. Users who damage Library computers may be charged for costs.

Laptops may be connected to electrical power sources within the Library but will not be permitted access to any networked Library computer.

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RELATED DOCUMENTS:

Acceptable Computer & Electronic Devices User Agreement
Standard of Acceptable Behaviour Policy