



BRACEBRIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

CATEGORY: Facilities Use #4

POLICY REPLACING: Public Access
Internet Use Policy 5/2005

SUBJECT: Acceptable Computer & Electronic
Devices use

BOARD APPROVAL DATE: March 10/09

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RATIONALE:

This policy will apply to computers provided by the Bracebridge Public Library and any personal electronic device. 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 mission. Because the use of the Internet is evolving and the information it contains is constantly changing, the library has established guidelines for its use. The Internet is a global, unregulated network. Users need to become good information consumers, questioning the validity of the information they obtain via the Internet.

POLICY STATEMENT:

Users should be aware that not all sites provide information that is accurate, complete, current, legal or philosophically acceptable to everyone. Sites that are active one day may be unavailable the next. The library has no control over these aspects of the Internet and assumes no responsibility for information available on it.

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 or offensive material whether on the public computers or using personal electronic devices will be asked to cease and/or leave the premises. Public computer privileges may be suspended. Objectionable material is defined as pornographic, hate or criminal material, whether in text or images.

Staff may not always be available to assist the user in accessing the Internet but will provide assistance where time permits. Users may be referred to a variety of Internet handbooks and directories contained in the library's collection.

As with all library materials, a child's access to the Internet is the responsibility of the parent or guardian. Some material may be inappropriate for viewing by children and because of this it is recommended that children who have not yet begun high school should be supervised by a parent/guardian while accessing the Internet.

All computer users, including wireless technology, must sign the Sign-Up sheet. By doing so they are acknowledging compliance with the acceptable use policy adopted by the library. A Bracebridge Public Library card is required. Children in Grade 8 or under must have a parent/guardian come into the library to sign a permission form authorizing Internet use. Staff will record parental/guardian permission on child's registration and forms will be kept on file.

Individuals who do not have a BPL card in hand are subject to a \$2.00 fee to use the Internet.



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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 purchase discs from the library or 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.

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

Bracebridge Public Library cannot be held accountable for the safety, security, or damage to, any personal electronic device brought onto library property.

PROCEDURES:

In order to maximize Internet workstation availability and to ensure fair accessibility for all, the following procedures have been implemented:

- Access is first come, first served.
- Everyone using the public access Internet workstations or wireless service must register with staff by completing the Sign Up Sheet, thereby acknowledging compliance with the acceptable use policy outlined in the User Agreement.
- Users must hold a valid Bracebridge Public Library card in order to log-on.
- Children in Grade 8 or under must have a parent/guardian come into the library to sign a permission form authorizing Internet use. Staff will record parental/guardian permission on child's registration and forms will be kept on file for current plus one calendar year. Staff will enter date and acknowledge signed permission in Internet address field on child's registration file. Parent/guardian will receive a copy of the permission form.
- Children must present their library card to staff before accessing the Internet computers to verify parental/guardian permission.
- Individuals who do not have a valid BPL card in hand are subject to a \$2.00 fee to use the Internet or receive the wireless access code.



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- Use is normally limited to a one hour maximum each day. Reference Staff may permit extended use for special research or employment purposes, or as demand allows.
- To avoid congestion, there will be a limit of 2 people sitting at the same computer at the same time.
- Public computers will automatically log off 5 minutes before the library closes.
- When the Reference Desk is not staffed, users requiring a guest card will pay at the Circulation desk and complete the sign-up sheet at the Reference Desk.



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PUBLIC COMPUTER & ELECTRONIC DEVICES ACCESS REGISTRATION AND USER AGREEMENT

As a user of computers or other electronic devices at the Bracebridge Public Library I understand that I am expected to behave in a responsible manner. I understand that in the case of children, use of the computers in the Library is the responsibility of a parent or guardian*.

I agree

- to use the computers or electronic devices for educational, informational and recreational purposes and not for unauthorized, illegal or unethical purposes.
- that I 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.
- that I will not use the Internet to access, display, download, upload, print, forward or email material with pornographic (as defined by the Criminal Code of Canada Section 163), criminal or hate literature content.
- that I will not use email to send unsolicited commercial material, spamming or mail bombs.
- that I 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.
- to make only authorized copies of copyrighted or licensed software or data.
- that **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 computers to verify parental/guardian permission.

***There is no filtering software installed on the public Internet computers on the second floor or in the Reading Room. Parents and/or guardians should be aware that although filtering software has been installed on the Children's Internet computer, filtering is not foolproof and staff do not supervise children while they are on the Internet.**

This agreement must be renewed at the beginning of each calendar year.

I/we have read and agree to abide by this acceptable use policy and acknowledge receiving a copy of this agreement.

Patron Name (Print)

(Signature)

Parent/Guardian (Print)
(If patron is a child who is not in high school.)

(Signature)
(If patron is a child who is not in high school.)

Date

Child's Library Card Barcode