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# St. Marys Public Library



Policy Type: **Operational Policy**

Policy Number: **OP-10**

Policy Title: **Public Internet Use Policy**

Policy Approval Date: September 2019

Policy Review Date: September 2022

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## **1. Objective**

- 1.1 The St. Marys Public Library Board recognizes the importance of connectivity in the digital age. The Board believes that providing access to the internet enables the Library to connect to ideas, information and commentary from within the community and across the world, and offering that access to the community is a valuable and essential resource.

## **2. Policy Statement**

- 2.1 The Library Board provides this policy to fulfil the Library's mission, vision and values, in keeping with the Canadian Federation of Library Association and Ontario Library Association's statements on Intellectual Freedoms.

## **3. Access to Computers**

- 3.1 Information and resources available online through the Library website or in-house provide the community with an opportunity to expand and enhance the materials offered at the St. Marys Public Library;
- 3.2 The St. Marys Public Library offers computer station use onsite through the Public Access Computer service point;
- 3.3 The St. Marys Public Library offers free and unregulated access to internet technologies, both wireless and wired, through these Public Access Computer service points to the public;
- 3.4 The Library reserves the right to limit time on public workstations as necessary to allow for access to all users. If a user is asked to leave a workstations, refusal to leave will constitute a violation of this policy and of the St. Marys *Rules of Conduct Policy*;
- 3.5 The St. Marys Public Library does not discriminate in any way access to the Public Access Computer stations or the wireless network;
- 3.6 Children are afforded the same rights as teens and adults regarding computer and internet access. The Board and Library Staff does not accept responsibility for enforcing restrictions which a parent or guardian places on a child's use of the Internet resources;
- 3.7 Public may use their own devices by connecting wirelessly to the Library network. No library card or password is required;
- 3.8 The Library offers these services regardless of library card membership;
- 3.9 The Library does not censor by restricting access to the Internet resources. While some websites may contain

content or information that could be construed as controversial or inappropriate, the Library does not filter, restrict, prohibit or prevent users from accessing content; and

- 3.10 The Library does not take responsibility for any damages done through connection to the wireless network. This includes, but is not limited to malware, viruses or any other issues whereby the device does not properly work.

#### **4. Responsible Computer Use**

- 4.1 While access to content is unregulated, it is expected that users will access the internet in such a way that does not disturb others. In addition, users of the Library internet are expected to be respectful to their fellow patron/community members using the library service;
- 4.2 Installing, downloading, or modifying any software on the Public Access Computers is strictly prohibited;
- 4.3 Any damages to the Library computers, or their peripheral devices, is the responsibility of the patron. Abuse of the equipment or services may result in the patron being denied further access to the Public Access Computers and the wireless network;
- 4.4 Malicious damage may result in prosecution;
- 4.5 Patrons may not use the Public Access Computers or the Library's wireless network for any illegal activities, or to place materials on the Internet related to any illegal activity;
- 4.6 Users are responsible for ensuring they are compliant with copyright and other associated intellectual property rights or laws;
- 4.7 All users will comply to federal and provincial legislations regulating Internet use, including the provisions of the Criminal Code regarding obscenity, child pornography, sedition, incitement of hate, etc.;
- 4.8 Any illegal activity will result in the user being denied further access to the Public Access Computers and wireless network. Staff are authorized to contact the police if there is suspicion of illegal activities;
- 4.9 The Library is not responsible for any unattended devices including phones or laptops; and
- 4.10 The Library is not responsible for any damages sustained by a patrons' wireless devices or their contents while using the Library's wireless network.

#### **5. Assistance from Staff**

- 5.1 Staff will, when possible, provide assistance with:
- a. Access to the public workstations and personal devices;
  - b. Helping users begin their search for information;
  - c. Assist with finding government forms/resources;and
  - d. Access to subscription databases and ebooks.

#### **6. Privacy and Confidentiality**

- 6.1 Use of the Library's Public Access Computers and/or network falls under the provisions found in the St. Marys Public Library Policy *Privacy and Access to Information*;
- 6.2 Privacy at the workstations is not guaranteed. Internet stations are situated in public areas, and others may view content being viewed by users in the area. Staff will take reasonable measures to ensure privacy and confidentiality.

#### **7. Related Documents**

*Statement on Intellectual Freedom and Libraries*, Canadian Federation of Library Association, 2015  
*Intellectual Rights and Freedoms*, Ontario Library Association, 2005  
*Children's and Teens' Services Policy*, St. Marys Public Library

*Rules of Conduct Policy, St. Marys Public Library*  
*Staff Code of Conduct Policy, St. Marys Public Library*  
*Unattended Children Policy, St. Marys Public Library*

## **8. History**

Date of Latest Board Approval: September 2019

Date(s) of Revision(s): July 2019, April 2016, March 2014, June 2012, April 2009, June 2008, March 2006, May 2003

Date of next scheduled review: September 2022