



CASSELMAN PUBLIC LIBRARY



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Policy Type:	Operational	Policy Number:	OP-11
Policy Title:	Internet Services and Technology	Initial Policy Approval Date:	
		Last Review/Revision Date:	
		Year of Next Review:	

The Casselman Public Library Board endorses the use of the Internet as a source of information to complement traditional library collections and as a communication tool, connecting individuals and communities. At the same time, the Internet functions in an unregulated environment, and therefore provides access to a wide variety of resources over which the Casselman Public Library has no control. This policy establishes the provision of public network services to access the Internet, acceptable use of these services by users, staff responsibilities and consequences of inappropriate behavior or illegal activity by users.

Section 1: Access to the Public Network

1. The library provides members of the public with Internet access through the library's networked laptops as well as through the library's wireless network which can be used with personal mobile devices.
2. Wired and/or wireless access to the Internet via public computers or users' personal devices is free of charge.
3. The library provides one (1) computer with a raised keyboard as an additional accessibility feature.
4. To ensure equitable access to the public network and efficient use of resources, the Library reserves the right to set time limits or ask users to limit their time on the library's public computers.

Section 2: Internet Filtering

1. The library does not use filtering software. It is the position of the Board that filtering technology is not effective in making the Internet safer for children nor in preventing criminal activity. This access to and use of the public computer network is compatible with the Casselman Public Library position on Intellectual Freedom (FN-04).

Section 3: Use by Children

1. Children may access all information and use all facilities provided by the library. Children's access to the Internet is compatible with the policy on **Children in the Library** (OP-14) and the Casselman Public Library's position on Intellectual Freedom (FN-04).
2. Parents and guardians are reminded that the restriction of a child's use of a library computer, including Internet and wireless access, is their responsibility. The library board accepts no responsibility for enforcing restrictions which a parent or guardian places on a child's use of the Internet resources.

Section 4: Acceptable Use of Technology in the Library

1. Users must be aware that computers and other devices, regardless of whether on the library's Internet service or not, are being used in public areas which is shared by people of all ages, backgrounds, and sensibilities. Some content is age-inappropriate for children. Some content may be offensive, objectionable and/or intimidating to other library patrons and/or staff. The staff reserves the right to redirect users whose activities on the public computers or their personal devices diminish the enjoyment of the library space by others.
2. Users should respect the privacy of another library patron. However, library staff cannot guarantee privacy at the library workstations.
3. Users must respect the laws of Canada when using the public network. Use of the public network for illegal, actionable or criminal purposes is prohibited. Examples of such illegal activities include, but are not limited to, harassment or stalking, libel, illegal commerce or solicitation, "hacking" or tampering with other computer systems, viewing, downloading and/or printing child pornography. Illegal use will be reported to the police.
4. Users of the public network may not violate or circumvent copyright and other intellectual property rights and liability for infringement rests with the user. The library board shall follow fair use copyright principles and shall advise users of their legal responsibilities.
5. Users should use caution before providing personal information over the Internet. As the Internet is not a secure medium, third parties may be able to obtain information about users' activities. The library assumes no responsibility for Internet content or damages, directly or indirectly, arising from its website or from its connections through to other Internet services.
6. Users may not modify or otherwise willfully damage the library's computer equipment, software or network.
7. To summarize the items contained in Section 4 of this policy, the library will post an "Acceptable Use Agreement" as a landing page for reviewing before using the library's Internet. Consequently, anyone not adhering to the 'Acceptable Use Agreement' will have their library privileges suspended and will be legally and financially responsible for damages.

Section 5: Library Responsibilities

1. The library proactively helps and promotes public access to quality information for all users. Library staff are available to assist with:
 - a) finding and evaluating the quality of an Internet site
 - b) accessing the public workstations and personal devices
 - c) accessing the library's subscription e-resources and e-books
2. The library respects the right of users to privacy and confidentiality with regards to information sought or received and resources consulted, acquired or transmitted.
3. The library does not assume any responsibility for the configuration, security or files on personal devices resulting from connection to the library's network. The board assumes no responsibility for the security and privacy of on-line transactions, as the Internet is not a secure medium and third parties may be able to obtain information about the user's activities. The library is not responsible for any damages sustained while using a personal device.

Related Documents:

Casselman Public Library Foundational Document. ***FN 04 - Intellectual Freedom Policy***
Casselman Public Library Policy. ***OP-14 - Children in the Library***
Casselman Public Library Policy. ***OP-19 – Accessibility in the Library***

Appendix A: Acceptable Use Agreement

Acceptable Use Agreement **

By using the Library's computers and public Internet network, you agree to the following:

- a) Users should view the use of the library's public Internet network, whether on the library's public computers or a personal device the same way as they view the use of any library space and should restrain from activities that disturb others in the library space.
- b) Users may not use the library Internet network to access, display, download, upload, print, forward, or e-mail materials considered as defamatory, discriminatory, obscene, or criminal in nature.
- c) Users may not violate or circumvent copyright and other intellectual property rights.
- d) Users may not misuse or abuse library computers or software.
- e) Users should keep personal files on personal removable storage media (USB). Any user-created files found on the library's computers will be removed automatically.
- f) Users should not install any software on the library's computers or modify software installed by the library on the library's computers.

Users who are in the library but who are using their own electronic devices and using their own Internet service, should also refrain from activities that disturb others in the library space.

Users who deliberately violate the rules may have their library privileges suspended or required to leave the library. Illegal use within the definitions of federal or provincial legislation will be reported to the police.

** This text will be used as a "landing/splash page" for users to enter the library's Internet network and a print copy placed near the public computer area.