

The Meaford Public Library Board endorses the use of the Internet as an essential source of information to complement traditional library collections. The Internet functions in an unregulated, global environment and, therefore, provides access to a wide variety of resources over which the library has no control. This policy establishes the provision of public network services to access the internet and the acceptable use of these services.

**Section 1: Reliability and Appropriateness of Information on the Internet**

1. The library is not responsible for the accuracy of the information available on the Internet. This is the responsibility of the originator or publisher.
2. The board is not responsible for the quality, legality, appropriateness or availability of any Internet sources accessed through the library's public networks.

**Section 2: The Meaford Public Library's Website**

1. The library will maintain a website that provides:
  - a) information about services and operations
  - b) access to the catalogue
  - c) access to subscription databases and e-books
  - d) a selected, evaluated and organized collection of reliable and current information sources available on the Internet
  - e) a range of accessibility features, through assistive technology and staff assistance, upon request, for people with disabilities
2. The board is only responsible for the content of website pages managed by the library.

**Section 3: Access to Public Networks**

1. The board will take reasonable measures to ensure that access to, and use of, the public networks are compatible with the Meaford Public Library policy on Intellectual Freedom, Policy-1.

2. Wired and/or wireless access to the Internet via the public networks is provided free of charge.
3. Access to the networks will be available from the public computers or users' personal devices.
4. The library reserves the right to set time limits or ask users to limit their time on the public computers. The staff reserves the right to adjust computer time and scheduling as necessary.
5. Email will only be made available through free email providers, such as Gmail, via public web browsers, like Internet Explorer, Chrome, Firefox, etc.
6. The library's wireless network is not secure; the library cannot guarantee the safety of traffic across its wireless network. The library does not assume any responsibility for the configuration, security or files on personal devices resulting from connection to the library's network. Users should be aware that information sent to or from their personal device can be captured by anyone else with a wireless device and appropriate software.
7. The library is not responsible for any loss or damages sustained while using a personally owned device within the library's premises or while using the library's wireless network.
8. The library will not be responsible for any expenses incurred by, or the potential repercussions of third party using, personal/banking/credit card information that has been entered via the public network.
9. The library provides a workstation adapted for people with disabilities.

#### **Section 4: Privacy and Confidentiality**

1. Use of the library's public network falls under the provision of the library's Confidentiality and the Protection of Privacy Policy -1A.
2. Privacy at the workstations is not guaranteed. Staff will take reasonable measures to ensure the privacy and confidentiality of a user's use of the Internet in the library.
3. Users must respect the privacy of others. Internet workstations are situated in public areas, and content being viewed by users may be seen by other people. Users are expected to use the Internet in accordance with this environment.
4. The board assumes no responsibility for the security and privacy of online transactions, as the Internet is not a secure medium and third parties may be able to obtain information about the user's activities.

## **Section 5: Use by Children**

1. The term 'children', as used by the library, means up to, and including, the age of 16.
2. Children may access all information and use all facilities provided by the library.
3. The library uses filtering software on its public computer workstations but cannot guarantee the safety of traffic and web page content across sites.
4. The board will take reasonable measures to ensure that children's and teens' access to the internet is compatible with the Children's and Teens' Services Policy, Policy-18 and the Intellectual Freedom Policy-1.
5. The board accepts no responsibility for enforcing restrictions which a parent or guardian places on a child's use of the Internet resources.
6. Staff will affirm and acknowledge the rights and responsibilities of parents and guardians to monitor and determine their children's access to materials and resources.
7. Parents will assume responsibility for deciding which resources and type of network access are appropriate for their children.

## **Section 6: Acceptable Use**

1. All patrons of The Meaford Public Library, including those using the library's internet services and other wireless services are responsible for following the library's Rules of Conduct, Policy-5, which are designed to provide a welcoming and safe environment for the enjoyment of the public and staff so that all persons may enjoy the benefits of the library.
2. To ensure equitable access to the public networks and efficient use of resources, the board sets rules for public network access and reserves the right to modify these whenever and wherever appropriate.
3. Users who deliberately violate the rules may have their library privileges suspended.
4. The Acceptable Use Rules are:
  - a) Users should view the use of the computers for Internet access in the same way as they view the use of the general collection, that is, they are shared resources.
  - b) Users should view the use of the public computers and personal devices in the library the same way as they view the use of any library space and should restrain from activities that disturb others and use designated spaces for groups and audio (e.g., Skype).

- c) When viewing the internet, users should be respectful of sensibilities of others.
- d) Users must respect the laws of Canada when using the public network.
- e) Use of the public network for illegal, actionable or criminal purposes or to seek access to unauthorized areas 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 any type of child pornography.
- f) Illegal use will be reported to the police.
- g) Users of the public network may not violate or circumvent copyright and other intellectual property rights.
- h) Misuse or abuse of computers or programs is not acceptable. Offenders may be required to leave the library. In the case of the staff and volunteers, appropriate disciplinary action will be taken.
- i) User-created files shall not be saved on the library's computers. Files that are saved will be removed. Users may store files on personal removable storage media.
- j) User-supplied software shall not be installed on the library's computers, and users may not modify or reconfigure software installed on the library's computers.

### **Section 7: Assistance from Staff**

1. Staff will provide assistance, when time permits, with:
  - a) access to the public workstations, printing from online sources
  - b) helping customers begin their search for information
  - c) access to subscription databases and e-books

### **Section 8: Compliance**

1. The Library CEO will ensure that all staff members and other persons working in the library are informed and familiar with this policy and the Acceptable Use Rules.
2. The staff will make all reasonable efforts to ensure that all customers comply with the Acceptable Use Rules.
3. The board will support its staff in their fair and informed enforcement of this policy and associated rules.
4. Actions taken by the library staff may be appealed to the library board.

### **Related Documents:**

Meaford Public Library, ***Policy 1, Intellectual Freedom***

Meaford Public Library, ***Policy 1A, Confidentiality and the Protection of Privacy***

Meaford Public Library, ***Policy 18, Children's and Teens' Services***  
Meaford Public Library, ***Policy 5, Library Rules of Conduct***

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