

# Georgina Public Library Board Policy Manual

## Policy Title: Public Access to Computers and Internet Services

### ***Intent***

The primary function of Georgina Public Libraries is to provide access to information within or outside our Library system. Basic to the Library's goal is the "Statement of the Intellectual Rights of the Individual" adopted by the Ontario Library Association (1985). The Internet enables library users to electronically access information resources beyond the confines of the Library's collections. It facilitates access to ideas, information, and commentary from around the world. The Library provides free unfiltered high speed Internet access on public computers as an extension of information services.

### ***Regulations***

- Priority is given to educational/informational use of Internet/computers.
- Computer sessions are one half-hour long, with the option to extend if demand allows, to a maximum of three extended sessions per day. A valid Georgina library card is required.
- Not all sources on the internet provide accurate, complete or current information. The information consumer is responsible for evaluating the suitability of all retrieved information for his or her own purposes.
- The Library does not monitor or have any control over or responsibility for the content of the information accessed remotely through the Internet.
- Library staff has no obligation to assist in the accessing of illegal/offensive materials and disclaims all responsibility for material accessed by patrons.
- Parents /guardians are responsible for their children's access to the internet and are encouraged to be active partners with their children in their exploration of the Internet.
- Children under 10 years of age must be accompanied by a parent/guardian when using the Library computers.
- Children under 16 years of age must have a permission form signed by their parent/guardian on file before being allowed unsupervised access to the Internet computers. Permission will be noted on minor patron records by the designation of "juvenile+" for children up to age 12, or "teen", for children ages 13 to 15. Parents have the right to rescind computer access for their children under the age of 16, or to ask that their child aged 13-15 with developmental/learning exceptionalities remain as a juvenile+ until the age of 16.

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- Unsupervised access is open to all patrons 16 years of age and older. Patrons who are 16 or 17 years of age have a “teen” designation, changing to “adult” after their 18<sup>th</sup> birthday.
- Juvenile+ patrons have access to the children’s computers only. Teen and adult patrons have access to the adult computers only.
- Patrons must have a valid Georgina library card in good standing to have access to a library computer. Maximum fines/overdues will block access (see Fines policy for list of current fines)
- Use of library cards is non-transferable. Failure to comply will result in blocked access.
- Visitors to Georgina are permitted to use computers on a courtesy basis.
- Patrons are reminded that they are using a public service in a public place. Inappropriate use of the Internet or failure to comply with Library policies and procedures will result in loss of computer privileges for up to 90 days, or permanently for repeat offenses. Inappropriate use includes hacking/spamming, viewing or disseminating offensive/illegal material, including but not limited to hate literature, harassment, discriminatory remarks and other anti-social behavior, tampering with settings or equipment, illegal downloading/installing programs. Library staff are the sole arbitrators of inappropriate use.
- Director/Branch Heads/Supervisors have the authority to block access to computer/Internet services in situations of abuse or disregard of policies.
- Privacy: The Library uses software to record internet traffic for statistical purposes, and remote access software for diagnostic and troubleshooting purposes. No attempt is made to link any information accessed to personal identities of individuals. For concerns about privacy, contact the Director/CEO of Library Services or the eBranch Librarian.
- The Library disclaims any liability or responsibility arising from access to, or use of, information obtained through the Internet, or any consequences thereof. Furthermore, the library disclaims any responsibility for any corruption or damage to patron computer files/discs/USB drives sustained while using the library public use computers. If a personal device must be accessed, be advised that it is at the patron’s own risk.
- Copyright: certain copying or distribution of material found on the Internet/CD-ROMs may infringe on the copyright laws of Canada. The Library disclaims any liability or responsibility for such infringements by patrons.
- Patrons are responsible for any charges incurred on the Internet, including printing, and are reminded that personal information should not be given out over the internet unless on a secured site. For security purposes, it is imperative that patrons log off of confidential sites before leaving the computer.

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- Web based email is permitted.
- Accessible workstations with specialized hardware/software are restricted to patrons requiring the accessibility features.
- Use of personal laptops and access to the Library's wireless network is at the user's risk. The Library will not be responsible for any compromised information or loss through use of its wireless access, including but not limited to electrical surges, disruption to wireless service or loss, damage or theft of the wireless device. Patrons using personal laptop computers are required to adhere to library policies regarding lawful and respectful Internet activity. Printing is not available from laptop computers, and staff are not available to troubleshoot technical laptop issues.

- ***Attachments: parental permission form***

POLICY HISTORY:	
Initial Draft	November 22, 2006
Draft Presentation Review	December 7, 2006
Board Presentation:	February 15, 2007
Board Adoption:	February 15, 2007
Review & amended:	December 17, 2009