

CORNWALL PUBLIC LIBRARY POLICIES AND PROCEDURES

Policy Title: Internet Access Policy and Public Computer Use

Policy Category: Service

Effective date: September 1998, rev. June 2008, rev. January 2010

POLICY STATEMENT

The Cornwall Public Library Board recognizes the Internet as a resource tool which enhances access to information. The library offers public access to the Internet compatible with the Board's endorsement of the Canadian Library Association's Statement on Intellectual Freedom and the Ontario Library Association's Statement on the Intellectual Rights of the Individual.

Internet access is available to all library users. Anyone wishing to access the Internet at the Library must abide by the terms of the **Internet User Agreement**. Since the Internet is a global electronic network providing access to information stored on computers around the world, it is not possible to control content. Individuals using the Internet may find material that is inaccurate, incomplete, misleading, not age appropriate, controversial or offensive to them. The Library cannot protect users against finding such materials.

Parents must assume responsibility for their children's use of the Internet. A parent/guardian of any child 13 years old or younger must sign an Internet User Agreement form for that child and is expected to monitor and supervise the child's use of the Internet. In keeping with the Library's **Unattended Children Policy**, children aged 10 and under must be accompanied by an adult.

Clicking on the "User Agreement" button on a library Internet computer and/or signing the **Internet User Agreement** signifies an understanding of, and willingness to comply with, the policies and procedures governing use of the Internet stations in the Library. The Library retains the right to deny access to Internet stations, and/or suspend library privileges of anyone failing to comply with these policies and procedures. Anyone misusing or damaging the computer, or using the Internet for illegal purposes, may have their library privileges suspended, and/or be prosecuted, and will be financially liable for any damage to the equipment.

REGULATIONS

Internet User Agreement

Given the inherent limitations of filtering software and its impact on the intellectual freedom rights of citizens, filters are not used by the Cornwall Public Library to restrict access to information on the Internet. Users should be aware that they are in a public environment.

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When using the Library's Public Access Computers the User/Signee agrees to:

1. Use computer access in an ethical manner for educational, recreational and informational purposes only;
2. Comply with time limits, and respect library staff and other computer users;
3. Print only material that is needed and pay the current printing costs.

The User/Signee also agrees not to use the Internet in an unacceptable manner. Examples of this could include but are not limited to:

1. Using Internet access for illegal or unethical purposes such as fraud, harassment, libeling or slandering of others, displaying or sending child pornography, hate literature, obscene material or literature promoting illicit drug use; sending spam, computer viruses or other malicious programs, such as, but not limited to: spyware, adware, etc.;
2. Using Internet access to view, or capture, sexually explicit photos, videos or text;
3. Using Internet access for gambling or casino games, such as, but not limited to: poker, Black Jack, roulette, slots, craps, Keno, and VLTs;
4. Damaging or modifying the library's computers, software or network configuration;
5. Infringing on copyright or disregarding intellectual property rights and laws.

When using the Internet the User/Signee Understands:

1. The Library cannot monitor, control or protect users from material that is inaccurate, incomplete, misleading, not age appropriate, controversial or offensive to them.
2. Use of the Internet service is at her/his own risk. As a good information consumer she/he must question the accuracy, authority, validity and currency of any information found.
3. The Library makes no warranties with respect to Internet service or information found using the Internet and specifically, it assumes no responsibility for:
 - a) the content of any advice or information received by the user from any source located via the Internet;
 - b) any costs, liability or damages caused by the way an individual chooses to use her/his Internet access;
 - c) any consequences of service interruptions;
 - d) any consequences of giving out personal information over the Internet, e.g. telephone numbers, credit card information, etc.

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4. Any information the Library collects about the use of the Internet is for the purposes of statistical tracking only and to ensure fair and equitable access to Internet service.
5. Failure to comply with the terms and conditions of this Agreement and the Library's Internet Access Policy may result in loss of computer access and/or Library privileges. Unlawful activity may result in prosecution.

PROCEDURES

How to use the Library's Public Access computers

1. Computer access is available free of charge. Persons 14 years and older must register for a computer at the Information Services (IS) Desk on the first floor of the Library. Those 13 years and younger must register at the Young Adult and Children's (YAC) Services Desk on the second floor.
2. Users must have their *own* valid library card or Internet card to sign on to a computer. Internet cards are available at the YAC Services or Information Services desks. Sharing or using someone else's card is not permitted.
3. Persons 14 years of age and over must sign in at the registration computer and print a receipt with the session ID number and computer number. Advance reservations are accepted for same day sessions only. Assistance is provided at the information services desk for computer registration. Children 13 years of age and younger must register for a computer with the Young Adult and Children's staff.
4. Computer sessions are a maximum of one hour. The session may be extended in 15 minute increments up to a half hour if there are no reservations on the computer. Express email computers are available for 15 minute sessions.
5. There is a limit of one session per person per day for the computers and two sessions per person per day on the Express email computers.
7. Printing is available at a reasonable cost. Copies must be picked up and paid for at the Information Services desk or YAC Services. The Library does not provide downloading or file transfer protocol (FTP) privileges for the public. Work from the word processing stations may be saved to the user's own USB memory stick.
8. Users must have prior knowledge of word processing and basic microcomputer skills. Technical assistance with the Public Access computers is based on staff availability.

*Approved: The Cornwall Public Library Board of Directors
Date: September 1998 - revised October 2007, revised January 2010.*

