

**1 CHAMPLAIN TOWNSHIP PUBLIC LIBRARY**  
**PUBLIC INTERNET SERVICES POLICY**  
(This policy replaces the Public Computer Policy)

**MOTION #16-05**  
**MOTION # 5-08**  
**MOTION #17-10**  
**MOTION #13-12**  
**MOTION #22-13**  
**MOTION #13 -14**  
**MOTION #09-20**

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Champlain Township Public Library offers free access to the Internet via public computers. The Internet is recognized as an essential communication tool, connecting individuals and communities of interest. 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 producer/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 network.

**Section 2: Access to the Public Network**

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. The library endeavours to minimize the opportunity for unintentional exposure, by people using library space, to content being accessed by another library user.

The Board will ensure that access to, and use of, the public network is compatible with Champlain Township Public Library's policy on Intellectual Freedom (Appendix A of the Collection Development Policy).

1. Wired and/or wireless access to the Internet via public computers or users' personal devices is free.
2. The library provides a workstation that is adapted for people with disabilities.
3. 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.
4. The library does not use filtering software. It is the position of the Board that the technology is contrary to the principle of intellectual freedom and that it may not be effective in making the Internet safer for children nor in preventing criminal activity. It may also limit the access to acceptable sites.
5. Regarding the range of sensibilities and viewpoints of its diverse clientele, staff may remind users that they are in a public space and will encourage all users to respect the sensibilities of others.

6. 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 devices can be captured by anyone else with a wireless device and appropriate software.
7. 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.
8. The library is not responsible for any damages sustained while using a personal device.
9. The library will not be responsible for any expenses incurred by, or the potential repercussions of a third party using personal/banking/credit card information that has been entered via the public network.

### **Section 3: Privacy and Confidentiality**

1. Privacy at the workstations is not guaranteed and 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. Staff will take reasonable measures to ensure privacy and confidentiality.

### **Section 4: Use by Children**

1. Children may access all information and use all facilities provided by the library.
2. The library has not installed filtering software on any of its computers.
3. The Board will ensure that children's and youth's access to the Internet is compatible with the policy on Children's and Young Adults Services Policy and the policy on Intellectual Freedom (Appendix A of the Collection Development Policy).
4. The Board accepts no responsibility by enforcing restrictions which a parent or guardian places on a child's use of Internet resources.
5. Parents will assume responsibility for deciding which resources and type of network access are appropriate for their children. The term "children" as used by the library, means up to and including the age of 16 years.

### **Section 5: Acceptable Use**

1. To ensure equitable access to the public network and efficient use of resources, the board sets rules for public network access and reserves the right to modify these whenever and wherever appropriate.
2. Users who deliberately violate the rules may have their library privileges suspended or removed.
3. In the event of malicious damage, costs will be assessed and the offending user will be held accountable for the total cost of these repairs.
4. The Acceptable Use Rules are:

- a) Users should view the use of the computers for Internet access in the same way 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 they view the use of any library space and should restrain from activities that disturb others.
- c) When viewing the Internet, users should be respectful of sensibilities of others.
- d) 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 child pornography. Illegal use will be reported to the police.
- e) Users of the public network may not violate or circumvent copyright and other intellectual property rights. The Board will promote fair use copyright principles and will advise users of their legal responsibilities regarding these.
- f) Misuse or abuse of computers or software is not acceptable. Offenders may be required to leave the library. User-created files shall not be saved on the library’s computers. Users may store files on personal removable storage media.
- g) 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.

5. The staff will make all reasonable efforts to ensure that all users comply with the Acceptable Use Rules.

**Section 6: Assistance from Staff**

- 1. Staff will provide assistance with
  - a) access to the public workstations and personal devices.
  - b) how users begin their search for information and access subscription databases and e-books.
  - c) those with disabilities, upon request

**Section 7: Champlain Township Public Library’s Web Site**

- 1. The library will maintain a web site 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) staff assistance, upon request, for people with disabilities.