

Hastings Highlands Public Library

Policy Type: **Operational**

Policy Number: **OP - 07**

Policy Title: **Internet Services Policy**

Policy Revision Date: **Nov. 13, 2012**

Revisited Date: **December 9, 2014**

Policy Review Date: **Dec. 2015**

The Hastings Highlands 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. Resources will be made available to inform users about the reliability and appropriateness of information available on the Internet.
2. 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.
3. 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: The Hastings Highlands 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
2. The board is only responsible for the content of website pages managed by the library.

Section 3: Access to the Public Network

1. The board will ensure that access to, and use of, the public network is compatible with the Hastings Highlands Public Library policy on Intellectual Freedom FN – 04.
2. Wired and/or wireless access to the Internet via the public network is provided free of charge.
3. Access to the network 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 Hotmail, via public web browsers, like Internet Explorer.
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 laptops resulting from connection to the library's network. Users should be aware

that information sent to or from their laptop can be captured by anyone else with a wireless device and appropriate software.

7. The library is not responsible for any 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 a third party using, personal/banking/credit card information that has been entered via the public network.

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*, OP - 01.
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 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.

Section 5: Use by Children

1. Children may access all information and use all facilities provided by the library.
2. The library has installed filtering software on two of its computers. Priority for these computers will be given to children 14 years of age and under.
3. The board will ensure that children's and youths' access to the Internet is compatible with the policy on Children's Services OP - 11 and the policy on Intellectual Freedom FN - 04.
4. The board accepts no responsibility for enforcing restrictions which a parent or guardian places on a child's use of the Internet resources.
5. Staff will:
 - a) affirm and acknowledge the rights and responsibilities of parents and guardians to monitor and determine their children's access to materials and resources
 - b) assist parents by providing guidelines for 'Safe Surfing'
6. Parents/guardians will:
 - a) assume responsibility for deciding which resources and type of network access are appropriate for their children
 - b) be made aware that the term 'children', as used by the library, means up to, and including, the age of 16
 - c) constantly supervise children under the age of 14 during their unfiltered Internet usage.

Section 6: 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.
3. 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 must respect the laws of Canada when using the public network.
 - c) 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.
 - d) 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 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.
 - g) 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.
 - h) 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 with:
 - a) access to the public workstations
 - b) helping customers begin their search for information
 - c) access to subscription databases and e-books

Section 8: Compliance

1. The Chief Executive Officer 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 users 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 library staff may be appealed to the library board.

Related Documents:

Hastings Highlands Public Library. ***OP 01 - Confidentiality and the Protection of Privacy Policy***
Hastings Highlands Public Library. ***FN 04 - Intellectual Freedom Policy***
Hastings Highlands Public Library. ***OP 11 - Child Safety in the Library***