



calling a library branch. Staff assistance may be limited by time and type of question. Temiskaming Shores Public Library is not responsible for any changes patrons make to their computer settings.

**Policy—Internet Access**

5. The Temiskaming Shores Public Library provides Internet access for conducting research, retrieving information, exploring ideas, facilitating communication, and accessing the full array of resources available through the World Wide Web. These are fundamental to supporting continuous lifelong learning for people of all ages. Unlike the selection of library materials on library shelves, however, librarians do not select the offerings of the Internet. Because not all Internet sites are accurate and complete, and some sites may be offensive, library users are encouraged to exercise critical judgment in accessing these sites. The Temiskaming Shores Public Library neither censors access to materials nor protects users from information they may find offensive. Use of the network is subject to the Temiskaming Shores Public Library's Confidentiality of Patron Information Policy Circ-5.
6. Patrons should be aware that the Internet is not a secure medium and that third parties may be able to obtain information about their activities or themselves. The library's wireless network is not secure; we cannot guarantee the safety of traffic across its wireless network. We do not assume any responsibility for the configurations, security or files on a patron's device resulting from connection to the library's network. Information sent to or from a laptop can be captured by anyone else with a wireless device and appropriate software, within up to three hundred feet.
7. The Temiskaming Shores Public Library respects the responsibility of all parents/legal guardians to guide their own children's use of the library, its resources and services. Parents and guardians are responsible for monitoring Internet access by children.
8. Patrons are responsible for the legality of any sites they access. Patrons are subject to federal, provincial and municipal legislation regulating Internet use, including the provisions of the Criminal Code regarding obscenity, child pornography, sedition and the incitement of hate. The use of the Library's Internet services for illegal purposes is prohibited. It is unacceptable to send receive or display text or graphics that may reasonably be construed as obscene, racist, threatening, harassing or abusive.
9. Internet workstations are situated in public areas and so content being viewed by patrons may be seen by other people, and users are expected to use the Internet in accordance with this environment. Patrons should be mindful of the fact that they are using the Internet in a public space designed for people of all ages, including children. The Library encourages all patrons to be respectful and sensitive to the

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rights and interests of others. The Library reserves the right to monitor use for appropriate content.

10. The library does not provide email accounts but patrons may access their own email accounts through library computers and devices.
11. No person shall use an internet connection in the library in a way that disturbs or interferes with users, employees or operations of the Library. Patrons may not:
  - View, print, distribute display, send, or receive images, text or graphics of obscene materials or material that violates laws relating to child pornography as stipulated in paragraph four (4).
  - Disseminate, exhibit, or display to minors materials that are harmful to minors.
  - Use an Internet workstation to transmit threatening or harassing material.
  - Engage in any activity that is deliberately offensive or creates an intimidating or hostile environment.
  - Violate copyright or software licensing agreements.
  - Gain unauthorized access to any computing, information, or communications devices or resources.
  - Damage, alter, or degrade computer equipment, peripherals, software, or configurations.
  - Install software applications.

### **Policy—Computer and Device Use**

12. Patrons must sign the booking sheet each time, signing in and out. Computer users are asked to read and sign the internet/computer usage rules and fee structure before using the computers.
13. Patrons may use the computer for a maximum of 1 hour in a day at the Haileybury Branch, and 30 minutes hours a day at the New Liskeard Branch. These time limits will be enforced at times of heavy usage. At times when there are computers sitting idle the staff is encouraged to be flexible in the application of this policy. Preference will be given, however, to patrons who have not yet used the computers that day, at the staff's discretion.
14. The number of patrons per workstation is limited to a reasonable number of people at a time at the discretion of Library staff..
15. The charge per copy for printing is determined by the Temiskaming Shores Public Library Board and patrons are financially responsible for all print requests.
16. Patrons are required to use earphones when accessing audio from library workstations or personal portable devices.
17. Food and drinks are not permitted around the computers, library owned portable devices or peripherals.

18. Altering Library hardware or software is prohibited. Altering includes but is not limited to damaging or attempting to damage equipment, interfering with network integrity or security, changing workstation configurations, and downloading software, applications, files, pictures, videos or music that may contain viruses.
19. Files created or downloaded by the user should not be saved on public computers or devices. Saved files will be automatically removed when the computer or device logs out or restarts. Patrons should store their files on personal removable storage media or on personal devices. The Library is not responsible for any loss of data incurred by the user.

### **Responsibility and Authority of Staff**

Library employees are responsible for implementing the Internet and Library Computer and Device Use Policy. Library employees are expected to take prompt and appropriate action to enforce the policy, and are authorized to terminate a usage session by anyone who fails to comply. Library employees may refuse to provide assistance to a patron if they believe that it will require them to view offensive material on a computer display screen or in printed form, but then they must immediately request assistance from a supervisor or take appropriate action in the absence of a supervisor.

### **Failure to Comply**

Failure to comply with the **Internet and Library Computer and Device Use Policy** will result in a request from staff to discontinue the activity. Continued violations will result in a request to leave the library facility, and may lead to revocation of library privileges, including the right to visit library branches, the buildings and grounds. Criminal Code violations including those listed in paragraph eight (8) will be reported to the police.

### **Appeal**

The Appeal process shall be in accordance with the Library's Patron Exclusion and Appel Policy, Facilities-7.