

## **Internet Use Policy**

**Policy level:** Library Board

**Author:** Director of Library Services

**Date of Formal Board Approval:** April 24, 2009

**First Approved:** April 24, 2009

**Amended:** April 19, 2012; revised September 25, 2014

**Policy number:** 2009-02

---

### **Purpose:**

To fulfill its mission of providing free and equal access to information, knowledge, independent learning and the joy of reading to our community, the SDG Library provides access to the Internet. The Library considers the Internet to be an extension of our material collections for Library users, and it is one of the richest information resources available. Internet access is provided in keeping with the Canadian Library Association's *Statement on Intellectual Freedom*.

### **Computers & the Internet at the Library:**

The SDG Library takes all measures possible to ensure adequate and reliable access to the Internet at all of its branches, but cannot guarantee that the Internet will always be available. The Library also cannot assume responsibility for poor connectivity or slow speeds.

Wireless internet access is also available at all locations for people who provide their own laptop computers or other wireless devices. Wireless access is not secure. It is the user's responsibility to protect themselves and their equipment from breaches of identity and security.

Links to Internet sites can be found on the home web pages ([www.sdglibrary.ca](http://www.sdglibrary.ca)) designed by the staff of the SDG Library. The Library follows its materials selection guidelines in linking other websites to its home pages. Beyond this, the Library has not participated in the development of these other sites and does not exert any editorial or other control over these sites. Any link from the Library's web site to another web site is not an endorsement from the Library. The Library does not warrant that its web site, the server that makes it available, or any links from its site to other web sites are free of viruses or other harmful components. The Library does not provide e-mail accounts to users; however, users with existing e-mail accounts may access their accounts through the Library's Internet

terminals. The Library assumes no responsibility and shall have no liability for any claims or damages which result from the provision of such access to users.

## **User Responsibilities:**

The Library does not monitor or control the content of the material accessed through the Internet and cannot be held responsible for its contents. Not all information found on the Internet is accurate, complete, up-to-date, legal or philosophically acceptable to all individuals. The Library assumes no responsibility and shall have no liability for any direct, indirect or consequential damages arising from the use of information found on the Internet, or any communications sent through the Library's Internet terminals. While the Library tries to make all Internet terminals visible, staff cannot always monitor use. The Library does not employ filtering software.

In addition, all Library users, staff and volunteers are expected to use the Internet in a responsible manner and to comply with the following access and use guidelines:

- Parents/Guardians of a child under the age of sixteen (16) may choose to restrict their child's use of the Internet within the Library.
- Patrons require their Library card to access the Internet
- Use is limited to one hour per day (extra time will be made available if no one is waiting to use the internet/public access station; at the discretion of Library staff extended time may be granted for homework and research priorities)
- Internet use is intended for educational and information purposes
- Be aware that the workstations are in public areas shared by people of all ages and sensibilities.
- All members of the public, regardless of age, may use any of the public workstations (except Downloading stations)
- As with other Library materials, restriction of a child's access to the Internet is the responsibility of the parent/legal guardian.
- Respect the privacy of others using public access workstations.
- As with all forms of information, Library patrons are expected to respect copyright and licensing agreements. Users should assume that material is copyrighted and federal copyright law must be respected unless permission to copy is included on the site. Users may not reprint or distribute without permission of the author.
- Where permitted by copyright, users may print their information at the posted rates.
- Users are expected to follow the lawful use of and general rules of Internet conduct.

## **Library Responsibilities:**

The Library and its staff will:

- Use reasonable efforts to ensure compliance with Internet use guidelines and procedures
- Make users aware of our Internet access and use policies and guidelines verbally and through signage and brochures.
- Provide staff assistance to library Internet users whenever time and knowledge permits.
- Offer introductory training sessions to the Internet as resources permit.
- Inspect and report suspected illegal sites.

Given the nature of the Internet, the Library:

- Assumes responsibility only for the information provided on its web pages.
- Cannot control the availability of information links that often change rapidly.
- Is not responsible for any expenses incurred or the potential repercussions of a third party using personal/banking/credit card information that has been entered on a Library computer terminal.

## **Prohibited Activities:**

The following activities are prohibited:

- Use of workstations for illegal, actionable or criminal purposes or to seek access to unauthorized areas.
- Use of another person's Library card to access the Internet.
- Infringement of copyright and other intellectual property rights.
- Use of FTP (file transfer protocol).
- Use of personal software programs.
- Subverting or attempting to subvert any security devices in either software or hardware format which the Library has installed on its internet workstations.
- Installing or attempting to install viruses or other programs designed to damage or alter software on the workstations, the local area network or the Internet, or seeking unauthorized access to any computer system.
- Sending unsolicited commercial material or spamming.
- Misrepresenting oneself as another user.
- Attempting to modify or gain access to files, passwords or data belonging to others.

- Vandalism or theft of Library property.

### **Consequences of Violating Internet Use Policy**

Users in violation of the Library's Internet Use Policy may have their Internet privileges revoked. Revocation of Internet access privileges will be in accordance with the Library's Rules of Conduct Policy. Misuse and/or repeated violations will result in removal from the Library.

Staff will respond to complaints or observed incidents of misuse of the Internet by any user. You could be asked to click away from an Internet site.

People using the Library's Internet workstations for illegal purposes will be subject to prosecution. Vandalism or theft of Library property is illegal and shall be reported to the police.

In the case of violation of the Library's Internet Use Policy by Library staff and volunteers, appropriate disciplinary action shall be taken.