LINCOLN PELHAM PUBLIC LIBRARY

Internet Service and Technology Policy

Reviewed and Approved: February 2024

The Lincoln Pelham Public Library Board provides Internet access as a source of information to complement traditional library collections and as a communication tool, connecting individuals and communities. At the same time, the Internet functions in an unregulated environment, and therefore provides access to a wide variety of resources over which the Lincoln PelhamPublic Library has no control. LPPL provides access to the internet as a means of supplying equitable and inclusive services consistent with the values of the organization. This policy establishes the provision of public network services to access the Internet, acceptable use of these services by users, staff responsibilities, and consequences of inappropriate behavior or illegal activity by users.

Section 1: Access to the Public Network

1. The library provides members of the public with Internet access through the library's networked desktop computers and laptops as well as through the library's wireless network which can be used with personal mobile devices.

2. Wired and/or wireless access to the Internet via public computers or users' personal devices is provided <u>free</u> of charge.

3. The library provides computers with additional accessibility features including raised keyboards, large monitors, and adjustable heights for equipment.

4. To ensure equitable access to the public network and efficient use of resources, the Library reserves the right to set time limits or ask users to limit their time on the library's public computers.

Section 2: Internet Filtering

1. The library <u>does not</u> use filtering software. Unfiltered access to, and use of, the public computer network is compatible with the Lincoln Pelham Public Library position on Intellectual Freedom.

Section 3: Use by Children

1. Children may access all information and use all facilities provided by the library. Children's access to the Internet is compatible with the Lincoln Pelham Public Library position on *Intellectual Freedom*.

2. Parents and guardians are reminded that the restriction of a child's use of a library computer, including Internet and wireless access, is their responsibility. The library board accepts no responsibility for enforcing restrictions which a parent or guardian places on a child's use of the Internet.

Section 4: Acceptable Use of Technology in the Library

1. Users must be aware that computers and other devices, regardless of whether on the library's Internet service or not, are being used in public areas which is shared by people of all ages, backgrounds, and sensibilities. Some content is age-inappropriate for children. Some content may be offensive, objectionable and/or intimidating to other library patrons and/or staff. The staff reserve the right to redirect users whose activities on the public computers or their personal devices diminish the enjoyment of the library space by others.

2. Users should respect the privacy of other library patrons. However, library staff cannot guarantee privacy at the library workstations or when using personal mobile devices.

3. Users must respect the laws of Canada when using the public network. Use of the public network for illegal, actionable or criminal purposes 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. Users who violate the rules may have their library privileges suspended or be required to leave the library. Illegal use, within the definitions of federal or provincial legislation, will be reported to the police.

4. Users of the public network may not violate or circumvent copyright and other intellectual property rights and liability for infringement rests with the user. The library board shall follow fair dealing copyright principles and shall advise users of their legal responsibilities.

5. Users should use caution before providing personal information over the Internet. As the Internet is not a secure medium, third parties may be able to obtain information about users' activities. The library assumes no responsibility for Internet content or damages, directly or indirectly, arising from its website, online services, or from its connections through to other Internet services.

6. Users may not modify, or otherwise willfully damage, the library's computer equipment, software, or network.

Section 5: Library Responsibilities

1. The library proactively helps and promotes public access to quality information for all users. Library staff are available to assist with:

   a) finding and evaluating the quality of an Internet site.

   b) accessing the public workstations and personal devices

   c) accessing the library's subscription e-resources and e-books

2. The library respects the right of users to privacy and confidentiality with regards to information sought or received and resources consulted, acquired, or transmitted. Library staff are made aware of the vital nature of maintaining users' privacy in all types of interactions.

3. Library computers are equipped with anti-virus software. However, the library does not take responsibility for the configuration, security or files on personal devices resulting from connection to the library's network. The Board assumes no responsibility for the security and privacy of online transactions, as the Internet is not a secure medium and third parties may be able to obtain information about the user's activities. The library is not responsible for any damage sustained while using a personal device.

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PUBLIC LIBRARY**

Appendix A: Acceptable Use Agreement

Acceptable Use Agreement **

By using the Library's computers and public Internet network, you agree to the following:

a) Users should view the use of the library's public Internet network, whether on the library's public computers or a personal device the same way as they view the use of any library space and should restrain from activities that disturb others in the library space.
b) Users may not use the library Internet network to access, display, download, upload, print, forward, or e-mail materials considered as defamatory, discriminatory, obscene, or criminal in nature.
c) Users may not violate or circumvent copyright and other intellectual property rights.
d) Users may not misuse or abuse library computers or software.
e) Users should keep personal files on external storage systems (such as a USB stick or in the Cloud). Any user-created files found on the library's computers will be removed.
f) Users should not install any software on the library's computers or modify software installed by the library on the library's computers.

Users who are in the library but who are using their own electronic devices and using their own Internet service, should also refrain from activities that disturb others in the library space.

Users who violate the rules may have their library privileges suspended or be required to leave the library. Illegal use, within the definitions of federal or provincial legislation, will be reported to the police.