

TOWN OF VEGREVILLE LIBRARY BOARD POLICY MANUAL

Category: Library Operations

Policy Number: LIB-03-006

Title: Public Internet & Computer Use

1. Vegreville Centennial Library makes Internet access from designated computers and via Wi-Fi available to all Library patrons to meet their educational, cultural and information needs. Given the inherent limitations of filtering software and their impacts upon the Intellectual Freedom Rights of citizens, filters are not used by Vegreville Centennial Library to restrict access to information on the Internet.
2. It is not the responsibility of Library Staff or Volunteers to assist computer or Wi-Fi users on the use of individual programs and applications.
3. Vegreville Centennial Library's computers and Wi-Fi are located in public areas shared by Library patrons of all ages, backgrounds, and sensibilities. Patrons are expected to consider others when accessing the Internet in the Library.
4. A parent or guardian must sign an Acceptable Use Agreement before any child under 18 years can use the Public Internet Access computers or WIFI. Parents or guardians should be aware that children could potentially access the Internet via the Library's wireless connection without the knowledge of Library staff. Parents or guardians are responsible for all their children's online activities while using any Library computer or the Library's wireless network, and for ensuring their children follow this policy.
5. Vegreville Centennial Library prohibits use of its computers and Wi-Fi for illegal purposes including, but not limited to:
 - Harassment, libeling or slandering of others
 - Fraud or invasion of privacy
 - Gambling
 - Display or dissemination of hate literature, child pornography, literature for illicit drug use, or obscene material
 - Display or dissemination of any material tending to deprive any person of his or her rights, to expose any person to hatred, or to affront human dignity
 - Infringement of copyright.

Vegreville Centennial Library also prohibits:

- Viewing of pages which display pornography
 - Brutal, graphic, and/or sexual violence
 - Creating or distributing spam mail messages
 - Damaging or modifying computer equipment, software, or networks in the Library
 - Damaging or modifying the data or files belonging to others without the owner's permission.
6. The Library reserves the right to:
 - Limit Internet use in terms of the amount of time used and/or network load
 - Terminate an Internet session at any time.
 - Deny internet use to cardholders who have outstanding fines or fees exceeding \$10.00.
 - Ask patrons to leave the computer area if, in the opinion of library staff, the number of patrons gathered around a single workstation is negatively affecting other patrons.

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Continuation of Policy Number: LIB-03-006

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7. Patrons will not store any information on the Library's computers. Patrons may use portable data storage devices (e.g. CD-ROM's, portable hard drives, MP3 players) with the Library's computers, so long as such use does not violate the other terms of this policy.
8. Use of the Internet is on a first-come, first-served basis. Each patron may use the Public Internet Computers for up to one hour per day.
9. Patrons (including the parents or guardians of minor patrons) are liable for any damage to the Library that may result if they do not follow this policy.
10. Failure to comply with this policy may result in loss of Internet access and/or banning from the Library. Unlawful activities may result in prosecution.
11. By signing an Acceptable Use Agreement form, either electronically or hard copy, the patron is stating that he/she has read, understands and agrees to follow this policy when using the Library's computers and/or Wi-Fi.

See procedure manual for copies of forms.

Refer to:

Policy LIB-03-014: Privacy Policy

Policy LIB-03-016: Personal Information Banks

Date Approved: June 21, 2018

Board Chair Signature: _____

Date to be Reviewed: June 2021