

Policy LS403: Internet and Computer Workstation Use

Category: Library Services

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POLICY

Public computer access is one component of the Bonnyville Municipal Library's mission to provide services to meet community needs. The library seeks to provide equal access to these materials to all individuals and groups in the community for education, information, research, or use of leisure time.

Not all internet sources provide accurate, complete, or current information. The Bonnyville Municipal Library has no control over the information found on the internet and is not responsible for content. The Bonnyville Municipal Library recognizes that information on the internet may be controversial and that any site may offend some patrons. Users are responsible for determining that the information they access is acceptable, reliable, and suitable to their needs.

Parents and legal guardians have responsibility for their children's use of the internet, including e-mail, chat rooms, and other forms of electronic communications. Parents and legal guardians are encouraged to define for their family members what material or information is consistent with their personal and family beliefs; only they can apply those values for themselves and their children.

Canadian civil and criminal law prohibit display or dissemination of harassment, libel, slander, hate literature, child pornography, graphic pornography, illicit drug literature, obscene material, and material tending to deprive any person of his or her rights or is an affront to human dignity. The use of library workstations for activities that breach Canadian and international copyright law is also prohibited.

The Bonnyville Municipal Library may monitor, edit, or disclose your personal information, including the material you have viewed or accessed through this network if required to do so in order to comply with any valid legal process or governmental request (such as a search warrant, subpoena, statute, or court order), or as otherwise provided in these Terms of Use.

The Bonnyville Municipal Library assumes no responsibility for the security or privacy of any online transactions you conduct.

TERMS OF USE FOR LIBRARY WORKSTATIONS

1. Computer workstations are located in public areas shared by people of all ages and backgrounds. The Bonnyville Municipal Library reserves the right to limit the viewing of offensive sites, including those displaying pornography and gratuitous violence that may disturb other users.
2. Internet access is provided free of charge to all library patrons and to the general public. Printouts are charged at a base rate of 25¢ per sheet (20¢ for 10 sheets or more), including waste sheets. See the price schedule at the photocopier or circulation desk for full price information.
3. Children under the age of 18 must have written parental consent to use the computer workstations unless accompanied by a parent or guardian. Access may be denied the absence of proof of age. Parental consent forms will be updated on an annual basis.
4. Computer access is available in one-hour blocks on a first-come, first-served basis. Access is limited to one hour per user per day. Longer blocks of time for educational research or online exams may be arranged with the library staff.
5. Users may reserve the computer workstation by phone or in person up to 24 hours in advance. Those who are more than 10 minutes late for their scheduled time will lose the entire reserved time if someone else is waiting to use the workstation.
6. The Inclusive Library Initiative Workstation is available for use by those individuals with disabilities or a need for specialized equipment. This workstation may be made available to other adults at the discretion of the library staff.
7. Internet access is available during regular library opening hours until 10 minutes before library closing. The last appointment of the day will be for 50 minutes so that library staff can complete shutdown procedures.
8. Computer users must sign in at the circulation desk before logging on.
9. No more than two (2) persons may use a computer workstation at one time.
10. Young children must not be left unattended in other areas of the library while using the computer workstations.
11. The library is not responsible for damage to any user's disk or computer, or any loss of data, damage, or liability that may occur from use of the library's computers.
12. Computer users will not download, install, or alter any software program on the workstation. Peripheral devices, such as jump drives, may be used only on workstations with security software (e.g., Deep Freeze).
13. Failure to comply with computer workstation terms of use will result in loss of privileges.