
Township of Uxbridge Public Library
POLICY STATEMENTS AND PRACTICES

POLICY NO.: A6-INTERNET ACCESS POLICY

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OBJECTIVE: To define a public use policy for Internet Access in the Township of Uxbridge Public Library.

DATE OF APPROVAL: April 19, 2007

MOTION: 07-36

DATE OF AMENDMENT AND MOTION:

Policy Statement

The Township of Uxbridge Public Library offers public Internet access at both of its branches. The Township of Uxbridge Public Library assumes responsibility only for the information provided on its own home pages. It is not responsible for links or secondary links from its pages and assumes no responsibility for damages, howsoever caused, sought by patrons or third parties arising from its provision of Internet services.

Patrons are responsible for assessing the quality and validity of information found on the Internet.

As with other Township of Uxbridge Public Library services, children's access to and use of the Internet is the responsibility of the parent or guardian.

Policy Practices

1. NATURE OF THE INTERNET

- 1.1 The Internet is a resource that enables library patrons to connect to information beyond that contained in the Township of Uxbridge Public Library's collection. Resources available on the Internet supplement and complement the collections of the Township of Uxbridge Public Library.
- 1.2 The Internet is currently not subject to any regulation. The Township of Uxbridge Public Library has no control over the information on the Internet and cannot be held responsible for its content.

- 1.3 The Township of Uxbridge Public Library can and may recommend interesting and useful Internet destinations and resources for library patrons to explore.
- 1.4 While the Internet does contain a wealth of information, it also provides access to sites containing material which may be controversial or offensive to some people and which may be illegal.
- 1.5 The successful operation of the Internet relies heavily on the proper conduct of the users who must adhere to strict guidelines.
- 1.6 The Township of Uxbridge Public Library does not ***necessarily*** endorse the viewpoints or information accessed via the Internet.

2. ACCESS FOR MINORS

- 2.1 The Township of Uxbridge Public Library's *Open Access Policy* makes all material in the library available to everyone regardless of age.
- 2.2 Restriction of a child's access to the Internet is the responsibility of the parent or guardian; the Township of Uxbridge Public Library does not have the right or responsibility to act in *loco parentis*.
- 2.3 It is the Township of Uxbridge Public Library's policy that parents or legal guardians must assume the responsibility for deciding what library resources are appropriate for their children. There will be some resources which parents may feel are inappropriate for their children. Parents should let their children know if there are materials which they do not want them to use.
- 2.4 Parents should instruct children in the *Rules for Online Safety* recommended by the National Centre for Missing and Exploited Children found at <http://www.safekids.com/index.html>. Other documents to consult include *Internet Safety: A Guide for Parents* (<http://www.plcmc.lib.nc.us/find/policy/safety.htm>) and *My Rules for Online Safety* found in Appendix A.
- 2.5 Parents or guardians must sign the *Internet Waiver and Release* in

Appendix B giving their child permission to use the Internet.

3. PATRON RESPONSIBILITIES

All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are provided, and to follow the rules and regulations of the organization providing these resources.

- 3.1 The patron is responsible for any commercial transaction made through the use of the Public Access Internet Workstation.
- 3.2 The patron is responsible for any direct or indirect damages that she/he suffers from her/his use of Internet services.
- 3.3 The patron is responsible for any deliberate damages she/he causes to the library's computer equipment.
- 3.4 The patron is responsible for any losses or damages sustained by the Township of Uxbridge Public Library as a result of her/his use of the Internet.
- 3.5 The patron is responsible for any infringement of copyright or software license that could result from copying or distribution of materials found on the Internet.
- 3.6 All first time users of a Public Access Internet Workstation in the Township of Uxbridge Public Library must sign the *Internet Waiver and Release Form* found in Appendix B.

4. STAFF ASSISTANCE

- 4.1 Library staff will provide assistance for basic start up procedures.
- 4.2 Library staff will provide assistance in the use of the Township of Uxbridge Public Library homepage.
- 4.3 Library staff may be able to offer searching suggestions and answer questions, but will not teach the patron how to use the Internet. An

instruction session may be booked through the Adult Services Department.

- 4.4 Library staff cannot provide in-depth training on Internet operations or personal computer skills. If patrons have specific questions about the Internet, circulating books and reference books are available in the library as well as courses at the local college.

5. EMAIL

Patrons may have email accounts under the following conditions:

- 5.1 The library's email address may not be used to send or receive email.
- 5.2 The Township of Uxbridge Public Library does not offer email accounts.
- 5.3 Patrons may apply for an email address using commercial email services such as Hotmail, Yahoo, GMail, etc.

6. TIME LIMITS

- 6.1 There is a one (1) hour time limit for the use of the computers when other patrons are waiting. This may be more strictly enforced at busier times than at slower times.
- 6.2 Due to the heavy use of the public access computer, access to chat lines and games may be restricted.
- 6.3 Advance reservations may be made. Reservations will be held for ten (10) minutes after the scheduled start time and then made available on a first-come basis to any person.
- 6.4 The Township of Uxbridge Public Library reserves the right to terminate an Internet session at any time.

7. GENERAL GUIDELINES

Access to the Internet is a privilege not a right. Computing resources should be used in accordance with the ethical standards of the Township of Uxbridge

Public Library.

7.1 Netiquette

7.1.1 Be polite.

7.1.2 Do not use vulgar or obscene language.

7.1.3 Electronic mail is not guaranteed to be private.

7.1.4 Do not intentionally disrupt the network or other users.

7.1.5 Abide by generally accepted rules of network etiquette.

7.2 Unacceptable Use

7.2.1 Use must be consistent with the rules appropriate to any network being used/accessed.

7.2.2 Unauthorized use of copyrighted materials is prohibited.

When printing, downloading or transferring electronic information:

7.2.2.1 Assume that anything on the Internet is subject to copyright, unless permission is given to freely copy.

7.2.2.2 Consider electronic documents subject to the same restrictions as print documents: in most cases single copies can be made for the purpose of private study, research or newspaper review.

7.2.2.3 Avoid copying large sections of a work.

7.2.2.4 Ensure that quoted portions are only a small portion of your work.

7.2.2.5 Avoid using copyrighted material for commercial purposes.

- 7.2.3 Creation or distribution of illegal material is prohibited.
- 7.2.4 Distribution of material protected by trade secret is prohibited.
- 7.2.5 Representing yourself as another person for purposes of fraud or other illegal activity is prohibited.
- 7.2.6 Use for illegal, unethical or criminal purposes is prohibited.
- 7.2.7 The libelling or slandering of others is prohibited.
- 7.2.8 The display or dissemination of hate literature or illicit drug literature is prohibited.
- 7.2.9 Any material tending to deprive any person of his or her rights or to expose any person to hatred or affronts to human dignity cannot be displayed or disseminated.
- 7.2.10 Vandalism is prohibited.
 - 7.2.10.1 Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or other networks. This includes, but is not limited to, creating and/or uploading computer viruses.
- 7.2.11 Harassment is prohibited.
 - 7.2.11.1 Harassment is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to, the sending of unwanted mail.

7.3 Security

- 7.3.1 If you identify a security problem, notify library staff immediately.
- 7.3.2 Do not show or identify a security problem to another user.
- 7.3.3 A user identified as a security risk or having a history of problems

with other computer systems may be denied access.

7.3.4 Attempts to seek access to or circumvent the computer security and operating systems will result in a denial of access.

7.3.5 Only library-supplied hardware and software can be used on library computers. Patrons may not load their own software or connect their own equipment to the public access computer without permission from the librarian.

7.3.6 Patrons may not download and install any software on the public access computer.

7.4 Downloading

7.4.1 File Transfer Protocol (FTP) or downloading is permitted.

7.4.2 Files may be saved on a computer diskette, USB stick, or CDROM-R.

7.4.3 The Township of Uxbridge Public Library is not responsible for any loss or damage to personal diskettes when downloading.

7.5 Printing

7.5.1 Printing is available at rates set by the library.

8. CONSEQUENCES OF VIOLATIONS

8.1 If a library user violates any of the acceptable use provisions outlined in this document, future access **to the Internet** will be denied. Some violations also constitute criminal offences and may result in legal action. Any user violating these provisions, applicable provincial laws and federal laws, or Township of Uxbridge Public Library policies is subject to loss of access privileges.

8.2 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.

- 8.3 The Township of Uxbridge Public Library is not responsible for any damages users suffer, including but not limited to, loss of data resulting from delays or interruptions in service.
- 8.4 The Township of Uxbridge Public Library is not responsible for unauthorized financial obligations resulting from library provided access to the Internet.

APPENDIX A

MY RULES FOR ONLINE SAFETY

I will not give out personal information such as my address, telephone number, parent's work address/telephone number, or the name and location of my school without my parent's permission.

I will tell my parents right away if I come across any information that makes me feel uncomfortable.

I will never agree to get together with someone I meet online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.

I will never send a person my picture or anything else without first checking with my parents.

I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents right away so that they can contact the online service.

I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online, and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.

Appendix B

Internet Waiver and Release

Please read the following points prior to using the Internet. Violation of the Township of Uxbridge Public Library Internet Policy may result in the loss of Internet privileges.

1. I have read the policies concerning the use of the Township of Uxbridge Public Library's Internet Computers and agree to abide by the policies.
2. I agree to pay any repair or replacement costs of equipment or software deliberately damaged by myself or by minors for whom I am responsible.
3. I understand that the library is not responsible for any damage to personal disks due to system malfunction, or any other reason.
4. I understand that copyright laws restrict duplication of copyrighted software, and I will follow all copyright laws.
5. I will not interfere with the work of others, or with the performance of the network, by attempting to hack passwords or by introducing computer viruses.
6. I understand that the network is a social community with accepted standards of behaviour. I agree to use appropriate language and to ~~avoid~~ **not** launching personal attacks on people whose opinions differ from mine.
7. I recognize that the use of the public access computer and connectivity is a privilege which can be revoked if any clause of the above agreement is broken.

Signature

Date

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For Patrons Under 14 Years

As the parent or guardian of _____ I give permission for my minor to use the public access computer, with the understanding that I am responsible for monitoring their appropriate use of the Internet and that I am responsible for any damage or violations of the Township of Uxbridge Public Library policy that may occur.

Parent=s Signature

Date