



## PORT MOODY PUBLIC LIBRARY BOARD POLICY

Section:	<b>Customer regulations</b>	Policy number:	<b>C4</b>
Policy title:	<b>Public Internet access</b>	Approval date:	<b>Apr 1, 1998</b>
		Revision date:	<b>Oct 21, 2002 Sept 16, 2010</b>

### 1. General

- 1.1. In keeping with our Mission -- "We are the community's friendly gateway to the world of learning, imagination, and creative pursuits" -- access to the Internet is provided to Port Moody Public Library cardholders. The Internet enables the library to provide information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe.
- 1.2. In offering the Internet as an information resource, the Port Moody Public Library's goal is not only to enhance its existing collection in size and depth, but also to act as a public access agency which provides Port Moody Public Library members with the opportunity to navigate the Internet.
- 1.3. Parents may restrict their child's access to the Internet by notifying Staff. A child is a person under the age of 13 as outlined in the Library Board's "Membership Policy" (section 2.2).

### 2. Disclaimer

- 2.1. The Internet is currently an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing and/or controversial. In accord with the "Statement on Intellectual Freedom", the Port Moody Public Library does not monitor, control or provide barriers to information accessed through the Internet and accepts no responsibility for the nature, content or accuracy of any Internet resource.
- 2.2. Individual users access the Internet at their own discretion and are responsible for the sites they visit and any text or images they print out. As is the case with materials in the library collection, any restriction of a child's access to the Internet is the responsibility of the parent or guardian. Parents or guardians who are concerned about their children's use of the Internet should provide guidance to their own children and should monitor their use of this resource.
- 2.3. It is prohibited to use library Internet workstations for illegal, actionable or criminal purposes or to seek access into unauthorized areas or to infringe copyright. The Port Moody Public Library assumes no responsibility for any direct or indirect damages arising from the use of its connection to Internet services.

### 3. Internet Access

- 3.1. Access to Internet workstations is on a first-come first-served basis. Users must sign-in; there are time limits on length and number of daily sessions. Printing is available for a fee.
- 3.2. Access to the Internet is considered a library privilege and is subject to the same guidelines as outlined in the Library Board's "Guidelines for Suspension of Library Privileges" policy.

#### 4. Staff Assistance

- 4.1. Library staff will assist individual patrons with Internet use as time permits. The library will provide free, group introductory training sessions on the Internet as well as sessions specifically oriented to parents and children. Self help brochures and bibliographies will be made available.
- 4.2. The library will provide links to useful information resources through its web page, including appealing and age appropriate resources for children.

#### 5. User Responsibility

- 5.1. Internet users are expected to:
  - Respect the rights of others. Refrain from loud, disruptive, rude or disorderly behaviour which may result in disturbing others and interfering with their use and enjoyment of the library.
  - Respect the privacy of others.
  - Respect all copyright, licensing agreements and other contracts.
  - Refrain from illegal or unethical use of the Internet.
- 5.2. In addition users :
  - Must not intentionally expose others or staff to information or graphics that may be viewed as offensive.
  - May not install any software on library computers.
  - Must not alter, remove or damage configurations, software or hardware on library computers.
  - Must not make any attempt to cause degradation of system performance.
  - Must not use the library's workstation to gain unauthorized access to the library's networks or computer systems or to any other network or computer system.

#### 6. Policy Enforcement

- 6.1. Library staff make every effort to apply these rules in a fair and positive manner for the benefit of all. People whose actions violate these rules will be asked to stop such actions. The Library reserves the right to require anyone violating these rules of conduct to leave the premises.

#### 7. Confidentiality

- 7.1. The same confidentiality standards and procedures that apply to other library/public transactions will apply to the use of Internet resources.
- 7.2. The library will make reasonable efforts to protect the privacy of every user, but this privilege cannot be guaranteed. The circumstances when usage (or a person's use of the Internet) may be reviewed or collected or suspended by the library are as follows:
  - as required by law.
  - as part of system maintenance.
  - if improper or illegal use is believed.
  - with permission of the user.