

OP-08	TECHNOLOGY ACCESS		
APPROVED	19 January 2022	EFFECTIVE	1997
AMENDED	1998, 1999, 2000, 2001, 2003, 2006, 2011, 2016, 2021	NEXT REVIEW	2026

## 1. PURPOSE

To set out the terms and conditions by which public computer, technology, and internet access is provided.

## 2. SCOPE

Library employees are responsible for ensuring that all rules for internet access and the use of the Library's Technological Resources are consistently applied, for advising users of inappropriate conduct, and for explaining consequences if these resources are used in a manner inconsistent with this or other Library policies.

This policy applies to members of the public accessing the internet either with their own devices or on the public access computers, and/or using Technological Resources provided by the Library. Users must accept the terms and conditions of use before they are able to access the resources.

## 3. DEFINITIONS

**Internet Service** – The provision of access to the internet through wired networked technology and wireless service.

**Technological Resources** – All components of computer equipment such as the CPU, monitor, keyboard, mouse, input/output ports and devices, laptops, mobile devices, security devices, as well as printers, scanners, copiers, and other digital equipment, software, and software use licenses.

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## 4. GENERAL

- a. The Library provides public access to computers, related technology, and the internet in an effort to meet community needs relating to literacy, knowledge, well-being and civic engagement. The Library provides public access to Technological Resources and to the internet to ensure users have equitable access to diverse digital resources for informational, educational and recreational purposes.
- b. The Library respects the right of users to privacy and confidentiality with regards to information sought or received and resources consulted, borrowed, acquired or transmitted.
- c. The Library respects the parent and/or guardian's responsibility to determine which online and Technological Resources their child will access.
- d. The Library endorses the International Federation of Library Associations and Institutions' *Statement on Libraries and Intellectual Freedom* and believes that the freedom of access to information is vital to the health and development of a democratic environment.
- e. The Library supports the *Copyright Act* and other laws governing intellectual property, the *Criminal Code of Canada* and other legislation governing access to, and the communication of, information, opinion, creative thought, intellectual activity, and privacy.
- f. The internet is an unregulated, worldwide system to which information is uploaded from a vast variety of sources. As such, the internet contains information and views that range in scope from reliable and authoritative to controversial or extremely offensive. Some resources are illegal, misleading, and/or inaccurate. Users must assess for themselves the validity of the information they access.

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## 5. ACCESS TO TECHNOLOGY

- a. The Library will provide access to the internet both through wired and wireless network connections.
  - i. An individual does not have to be a Library member to access the wireless network or to use the public access computers.
- b. To ensure equitable access for all users of Technological Resources, the Library Board may set limits such as the amount of free access time per day, fees for non-members or members wanting additional time, and the designation of some Technological Resources for use by specific user groups.
- c. Computer workstations will have office productivity software so users can create, edit and save personal documents to an external storage device, and software to access the internet and various online resources.
- d. In keeping with the Library's commitment to provide age-appropriate material for children in a safe and welcoming environment, public access computers designated for use by children are restricted to use by individuals 12 years of age or under.
- e. Access to Technological Resources is provided on an as is and as available basis. The Library cannot guarantee the performance, security, confidentiality or availability of these resources, or that they will meet the specific requirements of a user.
- f. Library employees can assist users in the effective, efficient and responsible use of the internet and Technological Resources.
- g. Photocopying and printing shall usually be provided as a fee-based service. All photocopying and printing is the sole responsibility of the user.
- h. The Library will not be liable for any direct, indirect, incidental or consequential damages sustained or incurred in connection with the use of this service.

## 6. USER RESPONSIBILITIES

- a. Users of the Library's Technological Resources and/or internet access are responsible for obeying the laws of Canada and the Library's policies. They must respect copyright law and intellectual property rights, and not use computers for illegal, actionable or criminal purposes.
- b. Public computers are situated in public areas shared by Library users of all ages, backgrounds and sensibilities who may see content being viewed by users. Users should respect and consider others when accessing the internet in accordance with this environment.
- c. Users are responsible for treating the Library's Technological Resources with respect and care to ensure that all individuals can enjoy equitable access to all Library resources.
- d. Public computers will only contain software owned by or licensed to the Library. Users may not alter, tamper with or damage the Library's computer resources.
- e. Users are responsible for all their activities on the Internet, recognizing that it is not a secure medium and that third parties may be able to obtain information about users' activities. The Library assumes no responsibility for the security and privacy of on-line transactions.
- f. Users are responsible for using Technological Resources and internet access in such a manner as to maintain their own privacy and security. Users are responsible for any losses or damage

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sustained either directly or indirectly as a result of their use of the Library’s Technological Resources and internet access.

**7. CONSEQUENCES OF MISUSE**

- a. The Library will take action on any inappropriate behaviours related to the use of the Library’s Technological Resources and internet access, in accordance with this and other applicable policies. Employees will advise users of appropriate conduct as required and state the consequences of continuing or repeating the inappropriate behaviour.
- b. The Library may call the police for assistance in situations where there is a contravention or perceived contravention of the law.
- c. Any person violating this or other Library policies risks suspension of Library privileges, exclusion from the Library for a period of time, banning and/or prosecution.

**RELATED POLICIES**

- VS-03            Protection of Privacy
- OP-01            Patron Code of Conduct