

### Human Resources

Location: Coaldale Public Library, Town of Coaldale Administration Office  
Individuals: Library staff  
Information contained: name, address, phone number, birth date, employment commencement date, salary grid placement, payroll deductions, benefit plans, vacation status, sick leave, emergency contacts  
Purpose: administrative and payroll functions  
Legal Authority: *Employment Standards Code, Income Tax Act*

### Personnel Records

Location: Coaldale Public Library  
Individuals: Library staff  
Information contained: name, performance evaluations, employment contracts  
Purpose: staff retention and development  
Legal Authority: *Freedom of Information and Privacy Act, s. 33(c)*

### Trustee Directory

Location: Coaldale Public Library, Town of Coaldale Administration Office  
Individuals: Trustees and Head Librarian  
Information contained: name, phone number, email address, term expiration  
Purpose: Board retention and development  
Legal Authority: *Freedom of Information and Privacy Act, s. 33(c)*

## 6.4 Computer and Internet Use

While the Internet offers an abundance of information resources that are professionally and culturally enriching, it also enables access to some material that may be offensive, disturbing, illegal or inappropriate.

The Library does not monitor or have control over the information accessed through the Internet and is not responsible for Internet content. Patrons are responsible for the Internet sites and information accessed.

### Access to Computers and the Internet

1. Computers and the Internet provided by the Library are available to Patrons ages 16 and over. Patrons aged 12-15 years may use public computers and access the Internet if the waiver below is signed by their parent or guardian. Children under the age of 12 years may not use computers unless they are under the direct supervision of a parent or guardian 18 years and over.
2. Patrons are eligible to access public computers for a maximum of one hour per day, with additional time granted at the discretion of Staff. Access will be made available on a first come, first served appointment basis.
3. The Library cannot control the availability of access to the Internet or to websites. The capacity of the Library's Internet provider is limited and access is not available at all times.
4. Parents or guardians, not Staff, are responsible for websites and information accessed by their children.

### Patron Responsibilities

5. Use of computers is at the sole risk of Patrons. The Library will not be responsible for damage to a Patron's external memory devices, other hardware, or any electronic device, or for any loss of data, damage or liability that may occur from a Patron's use of Library computers for whatever reason, whether from a computer virus or otherwise.
6. Computer workstations are in public areas shared by people of all ages and sensibilities. Patrons are responsible for respecting the rights of others when accessing websites. Staff will determine if Patrons are viewing inappropriate content.
7. Computers are not to be used for illegal or unethical purposes.
8. Patrons cannot use Library computers to engage in inappropriate behaviors including but not limited to bullying, harassment or intimidation.

### Consequences of Misuse

9. Staff will monitor computer use and will advise Patrons of inappropriate viewing or conduct and of the consequences if inappropriate viewing or conduct is repeated.
10. A Patron continuing inappropriate conduct or continuing to view content deemed inappropriate for viewing in a public area will be barred from the Library and lose computer privileges for 24 hours.
11. Staff will report suspicion of illegal activity to authorities.
12. Any Patron who violates Computer and Internet Use policy may have their Library privileges suspended or be barred from the Library or face prosecution.

### Technical support

13. Staff cannot provide training on the Internet, computer hardware or software use or computer jargon on demand. If time and job commitments allow, Staff may assist Patrons in accessing the Internet.