

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 over the age of 16 years. 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 over the age of 18 years.
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.

Coaldale Public Library

Internet Permission Slip (for youth aged 12 - 15)

Child's name: _____ Date of birth: _____

Address: _____

Date: _____

I hereby give _____ permission to use computers to access the Internet at the Coaldale Public Library from this date forward. I realize the computers are unsupervised and unfiltered. I understand that the Library does not accept responsibility for any content viewed. I accept that the Library reserves the right to revoke this privilege if my son/daughter is found to be in violation of the Library's internet and computer use guidelines.

Parent/Legal Guardian's Signature: _____

Parent/Legal Guardian's Name (print): _____

For Library use only:

Date received: _____

Initials: _____

| POLICY NAME | Last Revised | Last Reviewed | Reviewed 2019/2020 |
|---|--------------|---------------|--------------------|
| 2.1 Duties and Responsibilities of the Board of Trustees | 21-May-19 | 21-May-19 | |
| 2.2 Trustee Code of Ethics | 21-May-19 | 21-May-19 | |
| 2.3 Trustee Committees | 21-May-19 | 21-May-19 | |
| 2.4 Trustee Meetings | 21-May-19 | 21-May-19 | |
| 2.5 Trustee Officer Descriptions | 21-May-19 | 21-May-19 | |
| 2.6 Trustee Orientation and Continuing Education | 21-May-19 | 21-May-19 | |
| 2.7 Finance | 15-Oct-19 | 21-May-19 | 15-Oct-19 |
| 2.8 Policy Review | 21-May-19 | 21-May-19 | |
| 3.1 Selection, Acquisition and Disposition of Library Resources | 21-May-19 | 21-May-19 | |
| 3.2 Resource Sharing | 21-May-19 | 21-May-19 | |
| 3.3 Provision of Library Resources for Persons unable to use Conventional Print Resources | 21-May-19 | 21-May-19 | |
| 3.4 Conditions under which Library Resources will be Loaned | 21-May-19 | 21-May-19 | |
| 3.5 Intellectual Freedom | 21-May-19 | 21-May-19 | |
| 3.6 Challenged Materials | 21-May-19 | 21-May-19 | |
| 4.1 Hours of Service | 21-May-19 | 21-May-19 | |
| 4.2 Terms and Conditions for use of Public Meeting Space | 21-May-19 | 21-May-19 | |
| 5.1 Personnel | 15-Oct-19 | 21-May-19 | 15-Oct-19 |
| 5.2 Recruitment and Hiring of Staff | 21-May-19 | 21-May-19 | |
| 5.3 Recognition of Long-Term Employees and Retirement | 21-May-19 | 21-May-19 | |
| 5.4 Working Alone | 21-May-19 | 21-May-19 | |
| 5.5 Anti-Nepotism | 21-May-19 | 21-May-19 | |
| 5.6 Harassment | 21-May-19 | 21-May-19 | |
| 5.7 Unpaid Job Protected Leave | 21-May-19 | 21-May-19 | |
| 5.8 Holidays, Vacations and Leaves | 21-May-19 | 21-May-19 | |
| 5.9 Health and Safety | 21-May-19 | 21-May-19 | 17-Sep-19 |
| 5.10 Staff Orientation and Continuing Education | 21-May-19 | 21-May-19 | 17-Sep-19 |
| 6.1 Patron Code of Conduct | 21-May-19 | 21-May-19 | 17-Sep-19 |
| 6.2 FOIP | 21-May-19 | 21-May-19 | 15-Oct-19 |
| 6.3 Confidentiality of User Records | 21-May-19 | 21-May-19 | 15-Oct-19 |
| 6.4 Personal Information Banks | 21-May-19 | 21-May-19 | 15-Oct-19 |
| Computers and Internet Use | 15-Oct-19 | 15-Oct-19 | 15-Oct-19 |