PETERBOROUGH PUBLIC LIBRARY
INTERNET AND COMPUTER USE POLICY

INTENT

In keeping with the Peterborough Public Library's objective to make accessible the broadest range of information in a variety of formats, the Library provides computers for public use and access to the Internet for informational, educational and recreational purposes. The Internet enables the Library to provide information beyond the confines of its own collection. However, the Library cannot control and is not responsible for the content of information obtained through the Internet, and does not warrant that information accessed through the Internet is accurate, reliable, legal or complete.

INTELLECTUAL FREEDOM

The Peterborough Public Library endorses Canadian Library Association statement that "every person in Canada has the fundamental right ... to have access to all expressions of knowledge, creativity and intellectual activity". The Internet is an information resource that allows the Library to provide information beyond the confines of its own collection, and it allows the Library, as a public access point, to provide an opportunity to any patron to access the Internet. The Library is governed by the Canadian Copyright Act, the Criminal Code of Canada and other legislation governing access to expressions of knowledge and intellectual activity. Users are responsible for the legality of any sites they access.

USE OF THE INTERNET BY CHILDREN

The Library supports the right and responsibility of parents or legal guardians to determine and monitor their children's use of Library materials and resources.

The Library does not act in place of or in the absence of a parent. The Library is not responsible for enforcing any restriction which a parent or guardian may place on a minor's use of the Internet. Parents are encouraged to supervise their child's Internet sessions and to inform the child if there are resources they don't want the child to access. A parent or guardian must accompany children under the age of fourteen who are using the Internet in the Adult department. While using the Internet, children age six and under must be accompanied by a parent or guardian at all times.

The Library does not restrict the access of children to any information, resources and facilities in the Library, unless proscribed by legislation. As with other library materials, children's access to the Internet and other electronic networks is the right and responsibility of parents or guardians. The Library does not assume the responsibility of limiting children to use of filtered workstations.

In support of the right and responsibility of parents to direct the use of the Internet by their own children, the Peterborough Public Library Children's Department provides access to filtered search engines on Internet terminals. Filtered search engines (which are not under the control of the Library) may restrict access to sites that could be deemed objectionable, but may also limit access to sites that have legitimate research value. No filtering system is completely effective or efficient, and does not replace the supervision of a parent or guardian. Access to filtered stations will only be provided in the Children's Department. Parents who want their children to use unfiltered computers for their research will be required to accompany their children on the Adult Department Internet terminals.

RULES GOVERNING THE USE OF LIBRARY COMPUTERS

- Users must have valid library card and PIN.
- Users cannot log-in if privilege has expired or card is blocked
- Users must have only one library card, use only their own library card and must not use other individual's cards or multiple library cards.
- The Peterborough Public Library will not be held responsible for any charges incurred by users of the Internet.
- Users are guests on the system and should act with respect and consideration for one another.
- Use is limited to 60 minutes per day. Users must leave the workstation as soon as their time is up. Computers are shut down 15 minutes before closing.
- No more than 2 persons may use an Internet workstation at one time. Printouts are 25 cents per copy.

ACCEPTABLE USE OF THE INTERNET

All users must abide by rules of Internet etiquette, "netiquette", which includes being courteous and using the Internet in a safe and legal manner. Among uses that are considered misuse, unacceptable and constitute a violation of these Policies and Procedures are the following:

1. Using, transmitting, downloading, or seeking inappropriate, offensive, vulgar, profane, suggestive, obscene, abusive, harassing, belligerent, threatening, defamatory (harming another's reputation by lies), pornographic or misleading language or materials.

2. Uses or activities that violate the law, or encourage others to violate the law. This includes, for example:

   a. Offering for sale or use any substance, the possession or use of which is prohibited by law.

   b. Intentional communications with or visiting Internet sites featuring or promoting pornography, terrorism, espionage,

hatred, theft, drugs or gambling or engaging in any other activity in violation of local, Provincial and Federal laws.

    c. Intruding, or trying to intrude, into the folders, files, work, networks, or computers of others, or intercepting communications intended for others (commonly known as "hacking" or "sniffing").

3. Uses that cause harm to others, damage to or taking of their property. Examples include:

    a. Downloading or transmitting copyrighted materials without permission from the owner of the copyright materials. Examples include "pirated" software, music, videos, and other copyrighted works. Note that virtually all material available on the Internet and World Wide Web is covered by copyright, whether or not the copyright symbol (©) appears on such material. For example, any computer software, graphic designs, photographs, written documents, or other wording is highly likely to be protected by copyright.

    b. Using another's password to gain access to the Internet, or some other user identifier that misleads message recipients.

    c. Uploading a virus or other harmful component, corrupted data, or vandalizing any part of the Library or City Network.

    d. Installing, modifying, deleting or downloading any software on the computer other than that as expressly licensed or approved by the Library.

MISUSE OF COMPUTERS AND/OR INTERNET

The Peterborough Public Library reserves the right to implement and enforce usage procedures as necessary including posting of rules and regulations, and to withdraw access privileges or impose other appropriate sanctions for those who do not comply with the protocols, rules, regulations or service provider agreement.

Board Approval: Motion 05-02-02
Date: Feb 28/06
Reviewed: 2008

APPENDIX

RELATED DOCUMENTS

1. Acceptable Use Agreement
2. Children's Acceptable Use Agreement
3. Rules of Conduct

ACCEPTABLE USE POLICY

This Acceptable Use Agreement details acceptable uses, rules of "online" behavior, and access privileges for Internet users.

Computer Use Responsibilities
Peterborough Public Library offers computers for public use and access to the Internet for informational, educational and recreational purposes. Computer workstations provide access to a variety of electronic resources. The public may also create and edit personal documents using office software and send and receive Web-based e-mail using specified workstations.

Please show consideration for fellow library users when accessing the Internet. Refrain from displaying content (text or images) that might reasonably offend others. Do not display overt sexual images on the screen. All users are required to respect the privacy of others and not interfere with their computer use. Staff will respond to complaints or observed incidents of misuse of the Internet by any user.

Internet Access Responsibilities
The Internet is a global, unregulated, constantly changing environment that is worldwide in scope. The Internet enables the Library to provide information that is held outside the confines of the physical collection.

The Peterborough Public Library endorses as policy the Statement on Intellectual Freedom of the Canadian Library Association. The Library is governed by the Canadian Copyright Act, the Criminal Code of Canada and other legislation governing access to expressions of knowledge and intellectual activity. Users are responsible for the legality of any sites they access**.**

1. While the Internet 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 objectionable or disturbing to some users and/or illegal. It may contain material of a controversial nature, as well as information that is inaccurate, out-of-date and/or inappropriate.
    Users must accept responsibility for determining the accuracy and reliability of the information found. Peterborough Public Library assumes no responsibility for the quality, accuracy, legality, appropriateness or availability of any Internet source. Library users access the Internet at their own discretion and are responsible for any access points they reach and appropriate use of the resource.

2. The Library supports the right and responsibility of parents or legal guardians to determine and monitor their children's use of Library materials and resources.

The Library does not act in place of or in the absence of a parent. The Library is not responsible for enforcing any restriction which a parent or guardian may place on a minor's use of the Internet. Parents are encouraged to supervise their child's Internet sessions and to inform the child if there are resources they don't want the child to access.

The Library does not restrict the access of children to any information, resources and facilities in the Library, unless proscribed by legislation. As with other library materials, children's access to the Internet and other electronic networks is the right and responsibility of parents or guardians. The Library does not assume the responsibility of limiting children to use of filtered workstations.

3. The Peterborough Public Library assumes no responsibility for any damages, direct or indirect, arising from its provision of access to Internet services. The Library disclaims any liability or responsibility arising from access to or use of information obtained through the Internet. Users are responsible for any commercial transactions made while using the Library's Internet connection.

Acceptable Use
All users must abide by rules of Internet etiquette, "netiquette", which includes being courteous and using the Internet in a safe and legal manner. Among uses that are considered misuse, unacceptable and constitute a violation of these Policies and Procedures are the following:
1. Using, transmitting, downloading, or seeking inappropriate, offensive, vulgar, profane, suggestive, obscene, abusive, harassing, belligerent, threatening, defamatory (harming another's reputation by lies), pornographic or misleading language or materials.
2. Uses or activities that violate the law, or encourage others to violate the law. This includes, for example:

   a. Offering for sale or use any substance, the possession or use of which is prohibited by law.

   b. Intentional communications with or visiting Internet sites featuring or promoting pornography, terrorism, espionage, hatred, theft, drugs or gambling or engaging in any other activity in violation of local, Provincial and Federal laws.

   c. Intruding, or trying to intrude, into the folders, files, work, networks, or computers of others, or intercepting communications intended for others (commonly known as "hacking" or "sniffing").

3. Uses that cause harm to others, damage to or taking of their property. Examples include:

a. Downloading or transmitting copyrighted materials without permission from the owner of the copyright materials. Examples include "pirated" software, music, videos, and other copyrighted works. Note that virtually all material available on the Internet and World Wide Web is covered by copyright, whether or not the copyright symbol (©) appears on such material. For example, any computer software, graphic designs, photographs, written documents, or other wording is highly likely to be protected by copyright.

b. Using another's password to gain access to the Internet, or some other user identifier that misleads message recipients.

c. Uploading a virus or other harmful component, corrupted data, or vandalizing any part of the Library or City Network.

d. Installing, modifying, deleting or downloading any software on the computer other than that as expressly licensed or approved by the Library.

Misuse of Computer Workstation

Misuse of computer equipment, illegal use of Internet access or failure to comply with the Acceptable use policy and guidelines for use may result in loss of computer and Internet access privileges.

By clicking on the "I Accept" button on at the bottom of this screen, you agree to follow the Peterborough Public Library Computer Use and Acceptable Use policy.

Peterborough Public Library
Children's Internet Acceptable Use Agreement

The Peterborough Public Library offers information in many different forms. The Internet is one of the ways you can get information. This information can come from all over the world. How you use the Internet is up to you and your parents or guardians.

No one controls the Internet, so anyone in the world can put information on an Internet site. This means that there is a lot of great information and fun sites, but there is also information that is not true or things that may make you uncomfortable. It is important to be careful when you use the Internet, because it is sometimes possible for people to get information about you and what you are doing on the Internet. Don't give out your name or address or telephone number online.

Peterborough Public Library has a home page for children. We are responsible for the information on the home page and are very careful to choose Internet links that are safe, reliable and fun. We cannot control the information on other Internet sites.

We want you to feel safe, welcome and comfortable when you are at the library. The children's Internet stations are just for kids who are younger than 14. The computers at these stations will stop some Internet sites that have words or pictures that might make you uncomfortable or afraid; but there is no way to stop everything that might make you uncomfortable.

If you see or read anything that makes you uncomfortable please close the site or use the back button to get away from it. If you are having trouble ask your parents or someone who works at the library to help you get away from the site. Then talk to your parents or guardians about it.

When you are using the Internet at the library please respect other people around you. Remember that we have Rules of Conduct that remind you what you can and cannot do in the library.

RULES OF CONDUCT

PETERBOROUGH PUBLIC LIBRARY

Our Library is a unique gathering place for the promotion of literacy, life-long learning and the exchange of ideas.   We welcome people of all ages and abilities, and support their reading and learning efforts.   As a public library, we respect your individual rights, while recognizing that they must be balanced with the rights of others, including Library staff.

To ensure a happy, healthy and safe environment for everyone in the library,

YOU SHOULD:
1. **Follow the policies and procedures** that have been developed for the fair and consistent delivery of our services.
2. **Directly supervise** children or adults in your care.
3. **Dress in a publicly acceptable manner**, including both clothing and footwear.
4. **Advise Library staff of any inappropriate activity** or violations of the Rules of Conduct that you witness.

YOU SHOULD NOT:
1. **Damage, destroy, steal, alter or misuse** any library material or property (or that of patrons and staff).
2. **Smoke** inside library premises or within 10 metres of library entrances.
3. **Harass, harm, threaten or abuse** library patrons or staff.
4. **Yell, swear, intimidate, argue, fight,** or engage in any form of behaviour, language or noise that disrupts regular library operations.
5. Use library computers to **access inappropriate, offensive, or illegal material.**
6. **Possess or use alcohol** (except during licensed events) or controlled substances on library premises.
7. Use **cell phones, pagers, radios, cassette players, or electronic devices without earphones** in a disruptive way inside the library.
8. **Solicit, sell or engage in any commercial activit**y, or distribute circulars or petitions, on library property, without the express permission of the Board.
9. **Take library materials into the public washrooms**, or use the washrooms for bathing, shaving, or washing clothes, or any other inappropriate or illegal activities.
10. **Exhibit personal hygiene which is offensive** and/or a health risk to others.
11. **Bring animals, other than assistive animals**, into the library, or leave animals unattended at library entrances.
12. **Use skateboards, scooters, or rollerblades** on library property.
13. **Sleep for prolonged periods**, or loiter or congregate in groups in a disruptive or threatening way.
14. Engage in any activity, or bring anything into the library, which **risks health, safety or property**.
15. **Behave in an indecent, violent or illegal manner**.

CONSEQUENCES
Depending on the severity and frequency of the violation, the Library may:
❖   Request proof of identity
❖   Inspect your bags, briefcase, purses, etc.
❖   Request you stop the inappropriate activity
❖   Take away relevant library privileges
❖   Fine you for repairs/replacement costs
❖   Ban you from library property
❖   Advise appropriate authorities
❖   Pursue legal action

AUTHORITY: Public Libraries Act, Trespass to Property Act, Criminal Code of Canada
Board Approval:February 25, 2003Review Date: February 2005