

INTERNET POLICY

Approved: March 26, 2003; Revised: October 17, 2006

Preamble

To fulfill its mission to deliver information in a wide range of formats, the Trail & District Public Library (Library) provides public access to the Internet. The Internet enables the Library to connect electronically to ideas, information and commentary from around the globe and to offer access to many valuable local, national and informational resources.

The Internet is an **unregulated** worldwide environment. It contains information and opinions that range in scope from reliable and authoritative to controversial or extremely offensive. Information found on the Internet may **not** be accurate, complete or current. Users must assess the validity of the information found. Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information about users' activities, identities and personal information.

The Library does not manage the content of the information accessed through the Internet and assumes responsibility only for the information provided on its own website. The Library is not responsible for the site content of links or secondary links from its website. The Library assumes no responsibility for any direct or indirect claims, damages, or costs, howsoever caused, sought by users or third parties arising from its provision of access to Internet services.

The Library's users are subject to legislation including the provisions of the Criminal Code regarding obscenity, child pornography, sedition or the incitement of hate. The use of the Library's Internet services for illegal purposes is prohibited, and may result in prosecution.

In order to use due diligence in following the Criminal Code of Canada, the Library has developed a staff procedure for dealing with members who use illegal sites in the Library.

Use of the Internet

- 1.1 Internet use is not restricted to Library members; however, non-members are limited to ½ hour on the Internet, rather than a full hour per day.
- 1.2 Children 12 and under need a parent or guardian's signature on the Library's permission forms authorizing them to use the Internet. See **APPENDIX D**.

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- 1.3 Children 9 and under must use the Internet in the presence of a parent, guardian or responsible adult.
- 1.4 Patrons must respect the privacy of others.
- 1.5 Internet workstations in adult areas will not have content limitations through filtering.
- 1.6 Internet workstations in children's areas may have content limitations through filtering.
- 1.7 A strongly worded warning will be displayed on all Internet terminals that anyone accessing sites containing obscenity, child pornography, hatred or sedition will be in violation of the Criminal Code of Canada. The warning will also apply to sites that may reasonably be considered to be offensive. Users will be reminded, by a sign posted at the terminals, that Internet history files may be kept.
 - 1.7.1 Patrons found accessing sites specified in 1.7 will be given one verbal warning by the staff or Library Director. If the patron re-offends, s/he may be barred from using the Library computers for six months. This decision is given/made by the Library Director. Any disputes may be taken to the Library Board for review.
 - 1.7.2 Anyone wishing to make a complaint about suspected breaches of the Internet use policy will be asked to fill out an "Internet use complaint form". In order to protect the Library from liability and to ensure due diligence is used in following the Criminal Code of Canada, any complaint regarding the suspected use of child pornography will be dealt with immediately. Staff will follow established procedures.
- 1.8 The Library strives to provide an environment free from sexual harassment and discourages Internet use that denies others a safe environment. If a patron is accessing sites that are considered controversial/offensive, and a complaint is made by another patron nearby (who is in visual range of the controversial/offensive sites), the patron accessing the controversial/offensive sites will be asked to change sites, upon review of the sites by a staff person.. If the complaining patron is not satisfied with the decision of staff, a written complaint should be filled out and given to the Library Director for review and follow up. An appeal can be made to the Library Board.
- 1.9 If a staff member believes he/she is being harassed (either sexually or otherwise) by the situation of a patron viewing controversial/offensive sites on the Internet, the staff person may request that the patron change sites if a dispute arises about the nature of the site, it will be referred to the Library Director. An appeal can be made to the Library Board.

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Damage to library hardware or software

- 2.1 Any patron who misuses or damages library machines, hardware or software may be refused access to Library computers.
- 2.2 Patrons who willfully cause damage to library property will be required to pay for repairs or replacement.