APPENDIX GO16.3

SCHREIBER PUBLIC LIBRARY

USE OF INTERNET ACCEPTANCE

Schreiber Public Library provides its staff and patrons with access to the Internet. The Library understands that the Internet is an appropriate and useful information tool for children and adults. Its resources contain a wide variety of materials and opinions from varied points of view, not all of which are suitable for the informational and recreational needs of each group. However, Schreiber Public Library does not assume any responsibility of patron use of the Internet. Library staff will do their best to provide safe and secure Internet use.

There will be a thirty (30) minute time limit when using the Internet; however, should there be no one waiting to use a computer, the thirty (30) minute session will be extended.

"Computer use" is defined as accessing the Schreiber Public Library network. This includes use of the Library's computers as well as personal laptops or devices via the wireless on or off Library property.

The following computer uses are prohibited in Schreiber Public Library:
- Use of the public Internet computer terminals for any activity prohibited by federal or provincial law;
- Violation of copyright laws or software licensing agreements through reproduction or distribution of copyrighted or licensed materials;
- Use of the public Internet computer terminals to obstruct other people's work by using the systems unreasonably or by deliberately crashing or disrupting any computer system;
- Making any attempt to damage, alter, change, or modify the computers' hardware or software, or to deliberately and knowingly introduce a computer virus;
- Use of any public Internet computer terminal to operate a business;
- Use of the public Internet computer terminals to engage in any tortuous activity, including libel, slander, or cyber bullying;
- Use of the public Internet computer terminals to view pornography and/or sexually oriented chat rooms;
- Use for illegal gaming and gambling sites.

By accepting a Library Card and using the Library's computers and/or wireless network, all patrons are acknowledging this Statement of Use. Penalties for misuse and not adhering to this Statement of Use may include loss of patron privileges.

SCHREIBER PUBLIC LIBRARY
Guidelines for Computer Use

1. Patrons must conduct themselves according to and within the limits of the Patron Code.
   1.1. Disturbances will be dealt with according to the Guidelines for Proper Behaviour in the Library Policy.
2. Computer use is on a first come, first serve basis, unless reserved.
   2.1. Thirty (30) minute sessions may be reserved in advance;
   2.2. Reservations will be lost if patron is five (5) minutes late.
3. The usual time limit on a computer will be thirty (30) minutes.
   3.1. Time limit to apply to one (1) computer per patron per day;
   3.2. Library staff may allow a patron a one (1) hour extension of this time limit for research purposes; research is defined for this purpose as job search, job applications, educational information-gathering, or Internet Library Loans.
4. If patrons wish to participate in online courses, they must prearrange with Library staff for an appropriate time.
5. Patrons may not save information on Library computers.
   5.1. Any patron information stored on computers will be cleared;
   5.2. CDs may be purchased at the Circulation Desk for future use;
   5.3. Patrons are not allowed to use personal CDs;
   5.4. CDs removed from the Library cannot be brought back and used in the computers;
   5.5. For patron convenience, these items can be stored at the Circulation Desk for future use.
6. Patrons may not download or upload any illegal reproductions of games, articles, or other copyrighted materials.
   6.1. Any person who downloads prohibited items will have their computer privileges suspended.
7. In the event of damage(s) to any computer equipment, software, operating system, or furniture within the CAP station from misuse, the patron shall be responsible for the cost of repair or replacement.
8. Access to chat channels is restricted to patrons eighteen (18) years of age and older.
   8.1. Patrons who deliberately access sexually explicit images will have Library privileges suspended.
9. Library staff reserves the right to use any computer at any given time.
   9.1. Library staff will not pass email to any patron.
10. Patrons waiting to use a computer may not stand beside, behind, or in any way interfere with any patron using a computer.
    10.1. One (1) person per computer at all times with exception of Library staff performing training services.

SCHREIBER PUBLIC LIBRARY

COMPUTER RELEASE FORM

- To be signed by individual or parent of individual under eighteen (18).

- Individual must have a Library Card.

- All Policies, procedures, and instructions have been read and understood by patron.

- Patron will agree to follow Policies, procedures, and instructions set by the Library.

- Patron will accept responsibility for his/her safe usage and for any breakage of all computer equipment and furniture.

- Patron will be liable for replacement or repair of computer equipment if he/she causes damage.

PATRON NAME: _____

PATRON SIGNATURE: _____

PATRON PHONE: _____ LIBRARY CARD NUMBER: _____

PATRON ADDRESS: _____

_____

Adult's Name: (if signing for an individual under eighteen (18))

_____

Adult's Signature: (if signing for an individual under eighteen (18))

_____

Date: _____

Librarian's Signature: _____

SCHREIBER PUBLIC LIBRARY

Statement on Internet Safety

Schreiber Public 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 international 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. Some information found on the Internet may NOT be accurate, complete, or current.

Children are entitled to access to all information and facilities in the Library. As with other Library materials, children's access to the Internet and other electronic networks is the responsibility of parents and guardians.

In keeping with the public Library's long-standing tradition of providing age-appropriate materials in safe and welcoming environments, Internet workstations will be filtered. Schreiber Public Library assumes no responsibility for the accuracy and effectiveness of any installed filter.

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

Internet workstations are situated in public areas, and users are expected to use the Internet in accordance with this environment.