



POLICY TYPE/NUMBER:	PUBLIC	P04
POLICY TITLE:	PUBLIC INTERNET USE POLICY	
DATE CREATED:	May 19, 1999	DATE REVISED: May 20, 2008

POLICY STATEMENT:

The Pickering Public Library recognizes the Internet as fundamental in fulfilling its mission of enriching the personal, civic and corporate lives of our community through access to ideas and information.

PRINCIPLES

1. In providing public access to the Internet, the Library recognizes the shortcomings and dangers of an unregulated, worldwide environment. Internet content may be reliable and authoritative, or controversial and offensive: the client must assess the validity of all information found.
2. The library assumes no responsibility for the content or accuracy of information obtained through the Internet. Staff recommend selected, linked sites which meet the guidelines of the Library's [Resource Development Policy](#) and assist our clients in effectively using the Internet. Clients should recognize, however, that the Library is not responsible for changes to the content of linked sites, nor for the content of sources accessed through subsequent links.
3. Children's access to the Internet is the responsibility of parents or guardians. Library staff offer training programs and resource materials to assist parents in instructing their children on effective Internet use.
4. The Library uses an open source Internet filter to block explicit sexual content. The Library recognizes that filtering software is imperfect; it does allow some inappropriate content to pass through and can block appropriate sites from view. Library staff can modify the filter if necessary.
5. The Library reserves the right to modify or restrict access to the Internet, in full or in part, in order to carry out the service priorities of the organization.

6. Rules for Public Internet Use

- a) Supervision of young children on the Internet is the responsibility of parents and guardians.
- b) Clients must not exhibit noisy, threatening or disruptive behaviour or use foul language, which disturbs others.
- c) The Library assumes no responsibility for any damages or expenses incurred as a result of the use of the Internet at the Library. The Library will not be responsible for any information (e.g. credit card numbers, PIN numbers) that is compromised.
- d) Certain copying or distribution of material found on the Internet may infringe on the copyright laws of Canada; the library accepts no responsibility for such infringements.
- e) While using the Library's Internet connection, clients may not:
 - Make any attempt to damage or disrupt service on the Library's computer networks.
 - Run network sniffer software, operate wireless access points or any utilize other means to intentionally intercept other users' data.
 - Submit, publish, or display any defamatory, abusive, obscene, threatening, racially offensive or illegal material.
 - Canvas, sell, promote, distribute or display unsolicited material (e.g. SPAM email).
 - Make any attempt to cause degradation of system performance.
 - Use Library computer networks or workstations for any illegal or criminal purpose.
 - Violate copyright laws or software licensing agreements in their use of Library computer networks.
- f) Library clients should be respectful of the online experience of other clients using the network. Clients are asked to ensure that their activity does not impose an unusually large burden on the Library's network. The library may limit bandwidth capabilities of users who abuse the service.
- g) If a website is blocked by the Library's filtering software that a client feels should be allowed, the client should notify staff. A staff member will immediately review the request and allow access if appropriate.

7. Rules for Public Internet Use on Library Computers

- a) Library clients must not use library workstations in a manner that results in damage or other harm. Clients must not install, delete or modify software on Library workstations.
- b) Library clients must be aware that the Library's workstations are located in a public environment, which is shared by users of all ages and sensibilities. The Library is unable to ensure client privacy at our workstations and Library clients must be responsible for the sites that they select. Sites that may offend or disturb others should be closed immediately.
- c) Library clients must respect the privacy of others using library workstations.
- d) Pickering Library clients must use their own Library card to access the Internet and must adhere to posted time limits to ensure fair access to Library workstations. The Library reserves the right to request and verify library cards if internet abuse is suspected.
- e) For those who do not have a Pickering Library card, a visitor's pass is available which allows 30 minutes of internet access for the day. Visitor's passes are available from the library staff at no charge.
- f) Eating and drinking are not permitted near Library workstations

8. Rules for the Public Internet Use on Wireless Network

- a) Library staff are not able provide technical assistance on personal computers. Staff assistance is limited to library-owned equipment.
- b) Clients are not permitted to tamper with any equipment belonging to the Library (e.g. unplugging library machines in order to use outlets or network cables).
- c) Clients use the Library's wireless network at their own risk. The wireless network is not secure, as it is not encrypted. Unless additional precautions are taken, any information you send to or from your laptop, PDA, etc. could potentially be intercepted by a third party.
- d) The Library will not be responsible for any damage caused to your hardware or software due to power surges, security issues, hacking, or viruses. Anti-virus and security protection are the responsibility of the client.
- e) Laptop computer users are expected to be considerate of clients nearby and are expected to use headphones when playing sound files.

- f) The Library is not responsible for laptops or other devices left unattended.
- g) The Library recommends that all users take measures to secure their wireless devices and Internet communications by equipping them with the following items:
 - Functional, up-to-date antivirus software.
 - The latest service packs and security patches for their computer's operating system and software packages.
 - Personal firewall software.

The Library does not provide any of the above-referenced items and cannot guarantee or otherwise be responsible for their effectiveness. It is the responsibility of the client to secure their devices and internet communications.

Possible consequences of violating any of the above rules include expulsion, loss of library privileges, and prosecution.

For further information, please contact: Kathy Williams, Director of Public Services at Pickering Public Library: (905) 831-6265 ext. 6251, email kathyw@picnet.org .