



# Woodstock Public Library Policy

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<b>Category:</b>	<b>Public Services</b>
<b>Policy Number:</b>	<b>8.1.5</b>
<b>Policy Name:</b>	<b>Public Internet Services Policy</b>
<b>Revision:</b>	<b>November 20, 2018</b>
<b>Year of Next Review:</b>	<b>2020</b>

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## **Purpose:**

The Woodstock Public Library endorses the use of the Internet as an essential source of information to complement traditional library collections. The Internet is also recognized as an essential communication tool, connecting individuals and communities of interest. This policy establishes the provision of public network services to access the Internet and the acceptable use of these services.

## **Section 1: Reliability and Appropriateness of Information on the Internet**

1. The Library is not responsible for the accuracy of the information available on the Internet. This is the responsibility of the producer/originator or publisher.
2. The Board is not responsible for the quality, legality, appropriateness or availability of any Internet sources accessed through the library's public network.

## **Section 2: Access to the Public Network**

The Internet functions in an unregulated, global environment and, therefore, provides access to a wide variety of resources over which the library has no control.

1. Wired and/or wireless access to the Internet via public computers or users' own personal devices is free.
2. The Library provides workstations that are adapted for people with disabilities.
3. The Library reserves the right to set time limits or ask users to limit their time on the public computers. Staff reserve the right to adjust computer time and scheduling as necessary.
4. With the exception of filters on designated children's computers, the Library does not manage the content of the information access through the Internet and assumes responsibility only for

5. the information provided on its own home pages. The Library is not responsible for the site content of links or secondary links from its home pages.
6. The Library does not use filtering software on its adult public computers or on the public wireless network.
7. In respect of the range of sensibilities and viewpoints of its diverse clientele, staff will remind users that they are in a public space and will encourage all users to respect the sensibilities of others. The staff reserve the right to redirect users whose activities on the public computers or their personal devices diminish the enjoyment of the library space by others.
8. The Library does not assume any responsibility for the configuration, security or files on personal devices resulting from the connection to the Library's network. Users should be aware that information sent to or from their devices can be captured by anyone else with a wireless device and appropriate software.
9. The Board assumes no responsibility for the security and privacy of online transactions, as the Internet is not a secure medium and third parties may be able to obtain information about the user's activities.
10. The Library is not responsible for any damages sustained while using a personal device.
11. The Library will not be responsible for any expenses incurred by, or the potential repercussions of a third party using, personal/banking/credit card information that has been entered via the public network.
12. Privacy at the workstations is not guaranteed and users must respect the privacy of others. Internet workstations are situated in public areas and content being viewed by users may be seen by other people.

#### **Section 4: Use by Children**

1. Children may access all information and use all facilities provided by the Library, with the exception of the Adult workstations.
2. The Library employs filtering software to manage the content on the designated children's workstations. No filtering product can block all offensive sites. Filtering software does not replace the need for parental guidance. The Library assumes no responsibility for the currency of the filter or the content provided through it.
3. It is the right and responsibility of parents and guardians to monitor and determine their children's access to materials and resources, including the Internet. The Library accepts no responsibility for enforcing restrictions which a parent or guardian places on a child's use of the Internet resources.

## Section 5: Acceptable Use

1. To ensure equitable access to the public network and efficient use of resources, the Library sets rules for public network access and reserves the right to modify these whenever and wherever appropriate.
2. Users who deliberately violate the rules may have their library privileges suspended.
3. The Acceptable Use Rules are:
  - a. Users should view the use of computers for Internet access in the same way as they view the use of the general collection, that is, they are shared resources.
  - b. Users should view the use of public computers and personal devices in the library the same way as they view the use of any library space and should restrain from activities that disturb others.
  - c. When viewing the Internet, users should be respectful of sensibilities of others.
  - d. Use of the public network for illegal, actionable or criminal purposes or to seek access to unauthorized areas is prohibited. Examples of such illegal activities include, but are not limited to, harassment or stalking, libel, illegal commerce or solicitation, "hacking" or tampering with other computer systems, viewing, downloading and/or printing child pornography. Illegal use will be reported to the police.
  - e. Users of the public network may not violate or circumvent copyright and other intellectual property rights. The Board will promote fair use copyright principles and will advise users of their legal responsibilities regarding these.
  - f. Misuse or abuse of computers or software is not acceptable. Offenders may be required to leave the library. User-created files shall not be saved on the library's computers. Files that are saved will be removed. Users may store files on personal removable storage media.
  - g. User-supplied software shall not be installed on the library's computers and users may not modify or reconfigure software installed on the library's computers.

## Document Revision Record

Revision Level	Revision Date	Change
1.0	March 17, 1997	Initial Release
2.0	October 18, 1999	Reviewed & Updated
	May 13, 2002	Reviewed & Updated
	November 16, 2009	Reviewed & Updated
3.0	November 20, 2018	Reviewed & Updated

## APPROVAL

CEO	Board Chair	Date
_____ Karen Scott (Acting)	_____	_____