



# Dryden Public Library Board

## POLICY

<b>SECTION: OPERATIONAL</b>	<b>NO: OP-11</b>
<b>TITLE: Public Internet Use Policy</b>	<b>Date: May 2022</b>
	<b>Next Review Date: May 2026</b>

### 1.0 Policy Statement

The Dryden Public Library sees public internet access as a core library service. This policy sets guidelines for internet access.

### 2.0 Provision of Network Connection

2.1 The Dryden Public Library, with the help of the City of Dryden, has public internet access through public computers and Wi-Fi.

### 3.0 Accessing the Internet

3.1 Internet access is free at the Library.

3.2 The Library is not responsible for:

3.2.1 anything that might happen to a personal device because of using our internet

3.2.2 any damages or expenses from using our internet.

3.2.3 any loss or leak of personal information through using our internet

3.2.4 third-party websites

3.2.5 the security and privacy of online transactions using our internet

3.3 Information sent using Wi-Fi can be seen by anyone with a wireless device and the right software.

### 4.0 Privacy and Confidentiality

4.1 Use of our public internet falls under the *Protection of Privacy Policy (OP-03)*.

4.2 Patrons must respect the privacy of others, but privacy is not be guaranteed. Public computers are in public areas and may be seen by others.

4.3 We do not monitor internet use by the public and browser history is not kept.

## **5.0 Use by Children**

- 5.1 Children can use the internet at the Library.
- 5.2 The Board will ensure that children and youth have the same level of access to the internet as other users, in keeping with Children's Services Policy (OP-07) and the Young Adult Services Policy (OP-08).
- 5.3 Staff will not set or enforce any rules on a child's use of the internet, other than those in this policy.

## **6.0 Internet Filtering**

- 6.1 We provide access to the internet in line with our *Statement of Intellectual Freedom (FN-03)*. We use network security to ensure that the Library remains a safe and welcoming place as well as to safeguard and defend privacy but we do not use filtering to restrict access to information.
- 6.2 Users can contact the CEO or Library Board about internet filtering at the Library.

## **7.0 Guidelines for Use**

- 7.1 Users who do not follow the policy may be barred from the Library.
- 7.2 The rules for using the public internet are:
  - 7.2.1 Users cannot use the public internet for illegal or actionable purposes or to seek access to unauthorized areas. Illegal use will be reported to the police.
  - 7.2.2 Users must follow copyright and intellectual property laws. We will promote and advise fair use copyright principles.
  - 7.2.3 Users may not access material that takes away from others enjoyment of the Library.
- 7.3 Staff will enforce these rules as they are able.

## **8.0 Staff Help**

- 8.1 Staff can help with:
  - 8.1.1 using devices,
  - 8.1.2 using the Wi-Fi.
  - 8.1.3 using the internet.
  - 8.1.4 using Library databases and eBooks.
- 8.2 Library staff may give extra help as they are able.
- 8.3 Users who need a lot of extra help are asked to contact us to set up a one-on-one session with staff.

## **9.0 Third-Party Networks**

- 9.1 The Dryden Public Library, in partnership with the City of Dryden and Shaw Communications, has Shaw Hotspots. These networks are Shaw's and we do not provide any

help with them and cannot guarantee their privacy and security. Users should use these networks at their own discretion.

**Related Documents:**

Dryden Public Library, *FN-03 – Statement of Intellectual Freedom*

Dryden Public Library, *OP-03 Protection of Privacy*

Dryden Public Library, *OP-07 Children’s Services Policy*

Dryden Public Library, *OP-08 Young Adult Services Policy*

History			
<b>Approval Date:</b>	November 2017	<b>Approved by:</b>	L Ayers
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<b>Amendment Date:</b>	May 2022	<b>Approved by:</b>	M Benson
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