

Purpose: Brooks Public Library provides free public access to designated computers within the library building to facilitate equitable access to electronic resources within our community. Electronic resources available through these designated computers may include the library catalogue, the internet, subscription databases, and certain electronic software packages. Given the limitations of filtering software and its impact on intellectual freedom, Brooks Public Library does not use filters to restrict access to information on the Internet.

1. There are three categories of computers in Brooks Public Library:

1.1. Library Catalogue Computers:

- 1.1.1. Computers have no time limit.
- 1.1.2. Computers are meant to provide access solely to the library catalogue.
- 1.1.3. Users accessing information or sites that are not the primary purpose of the library catalogue computers will be asked to move to a Public Internet Computer.

1.2. Public Internet Computers:

- 1.2.1. Available on a first-come, first serve basis and cannot be booked in advance.
- 1.2.2. Time on the computers is limited to one hour. Extra time may be granted to patrons working on specific projects (such as a resume or an online exam), but these projects must be approved by circulation desk staff in advance.
- 1.2.3. The login screen, requiring an access PIN and outlining the Public Computer Access Agreement (Attachment A), must be accepted to begin use.
- 1.2.4. The Library and its staff do not act “in loco parentis”, meaning that supervision is not provided to minors using library computers. Parents or guardians are responsible for monitoring Internet sites accessed by their children.
- 1.2.5. Designated Accessibility Computers are outfitted with equipment and software designed for ease of use by patrons requiring (but not limited to) physical and visual assistance. Patrons who do not require specialized accommodations may use the

Approved by: _____

Board Chair

Date Approved: February 25th, 2019

Accessibility Computers during high traffic times, but will be asked to give priority to those requiring the computers for their primary purpose.

1.2.6. Exam Computers are located within a “special use” area. Both the Exam Computer and Exam room are permanently reserved and available to patrons only as staff sees fit to offer them.

1.3. Library Programming Laptops

1.3.1. Available for patron use during technology programs or by special arrangement.

2. Library staff will provide assistance to users and personal instruction as time permits.
3. All individuals are expected to respect the privacy of other users. The library does not assume any liability for the security or privacy of online transactions performed by patrons.
4. Library staff have the authority to end a computer session at any time. When asked by a library staff member to end a session, please leave the computer workstation immediately.
5. Inappropriate use of the library computers or personal devices may result in loss of computer/library privileges. Inappropriate use may include, but is not restricted to:
 - 5.1. Inappropriate behaviour: All users are expected to abide by Brooks Public Library Board's Bylaws governing conduct in the library. Obscene or inappropriate language or gestures, disruptive behaviour, and/or violence will not be tolerated.
 - 5.2. Illegal behaviors: Using the computers for purposes that violate local, provincial, federal, or international law, including, but not limited to: fraud, invasion of privacy, copyright infringement, harassment or slander, incitement of hatred, child pornography, or obscenity.
 - 5.3. Inappropriate content: Accessing content that is inappropriate for viewing in a multi-age facility including, but not limited to: pornography; brutal, graphic or sexual violence; hate literature; or obscene material.
 - 5.4. Damaging, modifying or undermining the library's computer equipment, software, security measures or network. Parents or guardians are responsible for damages inflicted by their children. If deemed necessary, damages will be reported to the police.

Approved by: _____

Board Chair

Date Approved: February 25th, 2019

6. The Internet is an unregulated medium and Brooks Public Library provides unfiltered access to its content. Information sources on the Internet are not always accurate, complete, or current. The library is not responsible for the content, quality, or appropriateness of information accessed on the Internet.

Approved by: _____

Board Chair

Date Approved: February 25th, 2019

ATTACHMENT A - Public Computer Access Agreement

This computing center offers access to electronic resources, including those on the Internet. Access is a privilege, not a right, and requires responsibility on the part of the user.

The Internet offers unlimited global access to all types of information. Not all sources are accurate, complete, current, legal or philosophically acceptable to all people. Some information may be offensive, controversial, illegal, erroneous, etc. It is the responsibility of the user to select or reject online information based on good judgment and discretion.

This computing center cannot fully monitor or control the content of the materials on the Internet, which changes rapidly and unpredictably. Parents and guardians of minor children must assume responsibility of their children's use of the Internet just as they must with printed materials or visual materials.

Acceptable Use

All electronic traffic originating from the computing center will be in accordance with acceptable use standards. Failure to abide by these standards may result in the loss of Internet, computer, or other privileges. Acceptable uses take the following into account:

1. Respect for the privacy of others.
2. Compliance with copyright law and licensing for individual data and programs.
3. Consideration for the security and functioning of computers, computer networks and systems.

Unacceptable Use

Computing resources may only be used for legal purposes by the public and staff in accordance with the ethical standards of the computing center. Examples of unacceptable use include, but are not limited to the following:

1. Uses for any purposes that violate applicable federal, provincial, or local laws including copyright laws.
2. Interfering with or disrupting other computer users, services, or equipment.
3. Attempting to gain or gaining unauthorized entry to other computing, information, or communications sources or devices (hacking).
4. Malicious, threatening, harassing, or obscene behavior or language.
5. Obscene behavior including public display of obscene materials on computer screens or in hard copy.
6. Activities that could cause congestion and disruption of networks and systems.

Approved by: _____

Board Chair

Date Approved: February 25th, 2019

7. To access, upload, download, transmit or distribute pornographic, obscene, or sexually explicit language or material.

Cautions

1. Parents are cautioned to monitor their minor children's use of the Internet.
2. Users are cautioned to guard closely the security of personal information, credit card numbers, computer accounts, passwords, and other types of authorizations when using the Internet.
3. Users are cautioned to take steps to protect their systems from computer viruses and other destructive computer programs when downloading programs to disk for use on other computers.
4. Electronic files should not be considered confidential. When required by law, the computing center must disclose all files to the extent required by law.
5. The computing center is not liable for any direct or indirect and/or punitive damages (including lost data or information) sustained or incurred in connection with the use or unavailability of the system.
6. Use of the Internet stations is on a first-come, first-served basis. Time limits are set so all patrons seeking access will have an opportunity to do so.

Approved by: _____

Board Chair

Date Approved: February 25th, 2019