

INTERNET ACCESS AND USE POLICY  
THE WHITCHURCH-STOUFFVILLE PUBLIC LIBRARY  
**BOARD APPROVED: September 8, 2005**

I PREFACE

The Whitchurch-Stouffville Public Library considers Internet resources an extension of our material collections for library users. To this end, a limited time will be provided free of charge for access to the Internet to patrons of the Whitchurch-Stouffville Public Library. Library staff will continue to use the Internet as a reference tool and will retrieve information for users. Staff will also try to assist users with their Internet use, and as time permits, guide them to sites, but cannot offer personal instruction throughout the session. Current books and videos about the Internet are available in the library's collection. On going courses are also available throughout the year.

The library does not, and cannot, monitor the Internet and does not have control over the information found there. Not all sites on this global resource provide accurate, complete or current information and access points often change rapidly and unpredictably. Some sites carry information that may be considered controversial or inappropriate. Users access the Internet at their own discretion.

II SERVICE PHILOSOPHY

Internet access is provided at the Whitchurch-Stouffville Public Library in keeping with the library's mission to provide a multimedia collection, programmes and an information source which will allow citizens of the community equal opportunity to stimulate and satisfy their individual leisure, learning, cultural, intellectual and educational needs. While recognizing that the Internet provides access to a vast array of tools and resources for different age levels and points of view, the Whitchurch-Stouffville Public Library does not act in place of or in absence of a parent and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of this resource. A filtering software, CyberPatrol, is in place on all the computers in the children's area; however, this does not replace the need for parental guidance.

III SERVICE GUIDELINES

1. All users of the Internet are expected to use this resource in a responsible manner and comply with the Internet Access and Use guidelines.

2. Users must have a valid library card for Internet Access privileges.
3. Before using the Internet service, users must read the Internet Access and Use policy and guidelines.
4. Users may sign up for a one hour block of time. This period may be extended by one hour if no other patrons are waiting to use the Internet. Speak to Information Desk staff to see if anyone is waiting.
5. A maximum of two Internet users may be seated at the workstation at one time; the only exception is for staff directed tutorials.
6. Laser printing is available, at .25 per page.
7. E-mail may be sent and received; however, there is no confidentiality with incoming e-mail. As a safety measure, it is recommended that children do not use the e-mail option.
8. Users may use their own disks or purchase disks through the library to store downloaded files. Cost is \$2.00 per disk. In order to control and reduce the possibility of computer viruses, do not open any downloaded file on the library computer.
9. Users may not download materials onto the computer hard drive.
10. Users may not use the system to upload, transmit or post copyrighted or other protected material and/or software to the Internet, without the permission of the copyright owner. It is the responsibility of the user to respect copyright laws and licensing agreements.
11. Users must not send, receive, or display any materials which may be considered offensive, hateful or obscene . Library staff will terminate any Internet session which does not follow this guideline. Users breaking this guideline will lose access to the library's Internet computer. Library staff will be the sole judges of what may be considered offensive, hateful or obscene.

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12. Access is not provided to Usenet News, FTP, CHAT or Bulletin Boards.
13. Patrons will be personally responsible for any materials

ordered via the Internet. Users will need to pay for these items with a credit card. The library is not responsible for these costs.

14. The library reserves the right to monitor Internet use to ensure compliance to the Internet Access and Use Policy and guidelines.
15. The Whitchurch-Stouffville Public Library assumes no liability in the event the filtering software is not 100% effective.
16. Any damage to the computer or its peripheral devices is the responsibility of the user. Abuse of the equipment or the service guidelines will result in the user being denied further access to the Internet service. Malicious damage may result in prosecution.
17. The Whitchurch-Stouffville Public Library may suspend or terminate Internet privileges if the library staff reasonably believes that a user has violated these guidelines.
18. The Whitchurch-Stouffville Public Library reserves the right to report any illegal activities to the proper authorities.

#### IV POLICY REVISION

This statement of policy will be revised as time and circumstances require.