



**THE CORPORATION OF THE COUNTY OF LAMBTON
LAMBTON COUNTY LIBRARY POLICY MANUAL**

Subject:	Internet & Computer Services Policy	Section A04	Index #01
Effective Date:	June 1, 2020	Approved By: Lambton County Council	
Revision Date:	January 1, 2020		
Drafted on:	January 1, 2020		

PURPOSE

The purpose of this policy is to establish and define the free use of public access computers and free Internet access using The Corporation of the County of Lambton network or wireless connection where provided.

POLICY

Lambton County Library provides members of the public with free access to computers with select computer software and with free Internet access through The Corporation of the County of Lambton's network and wireless connection at all of its libraries. Providing computer and Internet access helps the Library achieve its goals of providing equal access to information and resources to meet the educational, cultural and recreational needs of the community. Access to computers and the Internet also provides enhanced accessibility to ideas and information.

This policy is in accordance with the Ontario Library Association's Statement on the Intellectual Rights of the Individual, Lambton County Library's Rules of Conduct, The Corporation of the County of Lambton Internet Acceptable Use Policy, The Corporation of the County of Lambton Privacy Policy, Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries, and the Canadian Federation of Library Associations Public Access to the Internet Position Statement.

RESPONSIBILITY

The responsibility for the implementation of this policy lies with the Manager, Library Services. This authority may be delegated to staff members in the Libraries Department.

DEFINITIONS

"**Child / Children**" are individuals from birth up to and including age twelve (12).

"**Internet**" is a largely unregulated, worldwide environment which contains information and opinions that range in scope from reliable and authoritative to controversial or offensive.

"**Parent(s)**" are any individuals who are either the natural, adoptive, foster parent, or legal guardian of the child.

"**User**" is any person using Lambton County Library services. This includes Lambton County Library patrons as well as visitors to Library facilities.

INTERNET FILTERING STATEMENT

Lambton County Library does not filter or control electronic information accessed through online and Internet resources.

REGULATIONS

1. General Principles

- 1.1. Lambton County Library users are subject to federal, provincial and municipal legislation regulating Internet use, including the provisions of the Criminal Code regarding obscenity, child pornography, sedition and the incitement of hate. The use of the Library's Internet services for illegal purposes is prohibited and may result in prosecution.
- 1.2. User-created files will not be saved on the Library's computers. Files that are saved will be removed. Users may store files on personal removable storage media.
- 1.3. 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 or devices.
- 1.4. Library staff are active intermediaries between users and Internet resources and are essential to the provision of relevant, accessible, high quality Library services. Staff will support the user in effective, efficient and responsible use of the Library Internet service. Staff can help users determine the reliability, currency and accuracy of sites accessed on the Internet.
- 1.5. It is the responsibility of Lambton County Library and its staff to:
 - 1.5.1. Ensure that access to, and use of, the computers and Internet are consistent with the Library's adoption of the Canadian Federation of Library Associations' Statement on Intellectual Freedom;
 - 1.5.2. Ensure the public's equitable access to workstations and the Internet, and ensure the efficient use of the resources provided. Accordingly, the Library will set rules for Internet access and reserve the right to modify rules whenever and wherever necessary. These rules may include setting

time limits for use, using a reservation system for scheduling time, and others;

- 1.5.3. Make users aware of the Library's Internet & Computer Services Policy;
- 1.5.4. Use reasonable efforts to ensure compliance with the appropriate policy / policies and agreement;
- 1.5.5. Take reasonable measures to ensure the privacy and confidentiality of Internet and public access computer users;
- 1.5.6. Consider the provision of computer training as part of the Library's program planning.

2. Library Responsibilities

2.1. Lambton County Library assumes no responsibility for:

- 2.1.1. Any content found on the Internet other than content directly displayed on its own website;
- 2.1.2. Monitoring or controlling any of the information on the Internet including the availability of information links;
- 2.1.3. Any direct or indirect damages arising from the use of its connection to Internet services;
- 2.1.4. Any damages to personal property used in conjunction with the computer (e.g. USB, headphones, etc.);
- 2.1.5. The security and privacy of any online transactions;
- 2.1.6. Any expenses incurred or the potential repercussions of a third party using personal / banking / credit card information that has been entered on a Library computer terminal;
- 2.1.7. Data transmitted over the wireless network;
- 2.1.8. The safety of personal devices that are used to connect to the Library's wireless network;
- 2.1.9. Printing from the wireless connection;
- 2.1.10. Loss of any files, work or any other data.

3. User Responsibilities

3.1. The user is responsible for the following:

- 3.1.1. Users will be required to accept the Public Access Computer and Internet Use Agreement when signing on to the public access computers or wireless connection.
- 3.1.2. Users are responsible for determining the reliability, currency and accuracy of sites accessed and information found using the Internet.
- 3.1.3. Users are responsible for respecting the rights of others when accessing Internet sites in Library space. Users must be aware that Library computer workstations are in public areas shared by people of all ages and sensibilities. Some content is age inappropriate for children. Some content may be offensive, objectionable and / or intimidating to other Library patrons, visitors or staff. As such, users may be asked to refrain from accessing such content, as required, or Lambton County Library may temporarily bar access to computer workstations to accommodate Library programming, if required.
- 3.1.4. Users are prohibited from the infringement of copyright and other

intellectual property rights.

- 3.1.5. Users are required to pay any fees associated with the use of public computers, such as printing.
- 3.1.6. In using the Internet or the wireless network, users are subject to federal, provincial and municipal legislation related to Internet use, including provisions of the Criminal Code.
- 3.1.7. Library computers and access may not be used:
 - 3.1.7.1. To access sites or transmit materials which violate any Canadian legislation such as defamatory, discriminatory or obscene materials;
 - 3.1.7.2. To display overt sexual images;
 - 3.1.7.3. To send fraudulent, harassing or obscene messages;
 - 3.1.7.4. For illegal, actionable or criminal purposes or to seek access to unauthorized areas. 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.
- 3.2. Users who deliberately violate the rules may have their Library or computer privileges suspended.

4. Use by Children

- 4.1. Children may access all information and use all facilities provided by Lambton County Library.
- 4.2. The Library will ensure that children's access to the Internet is consistent with the Children's Services Policy, the Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries, and any applicable federal, provincial and municipal legislation.
- 4.3. 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.

5. Consequences of Improper Use

- 5.1. Illegal use will be reported to law enforcement.
- 5.2. Any person violating the Internet and Computer Use Policy risks suspension of computer or Library privileges, suspension from the Library for a period of time and / or prosecution.
- 5.3. Misuse or abuse of computers or programs is not tolerated. In the case of staff and volunteers, The Corporation of the County of Lambton Internet Acceptable Use Policy will be implemented.

ASSOCIATED DOCUMENTS

Canadian Federation of Library Associations' Public Access to the Internet Position Statement
Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries
The Corporation of the County of Lambton Internet Acceptable Use Policy
The Corporation of the County of Lambton Privacy Policy
Lambton County Library Children's Services Policy
Lambton County Library Procedural Rules of Public Computer / Internet Use
Lambton County Library Rules of Conduct
Ontario Library Association's Statement on the Intellectual Rights of the Individual

POLICY HISTORY

REVISION	DATE	PREPARED BY
Reviewed/Revised	January 1, 2020	Manager, Library Services
Reviewed/Revised	August 1, 2008	General Manager, Cultural Services
Created	May 13, 1998	Chief Librarian