

Policy No.	2018-26	Date of Review:	2022
Date Approved:	November 19, 2018	Chairperson's signature:	
Reference Policies:	County of Oxford General Policy Manual 8.0 Electronic Communication: <i>8.04 Technology Use; 8.08 Purchase & Disposal of Information Technology (IT) Hardware, Software, & Services</i>		

COMPUTER USE AND PUBLIC INTERNET ACCESS POLICY

BACKGROUND

The provision of computers and internet access to members of the public supports the library's values statement to encourage and support lifelong learning. It is the goal of the Oxford County Library to provide equitable access to ideas and knowledge.

PURPOSE

This policy serves to provide parameters for the public use of library computers and internet access through wired and wireless service.

PROCEDURES

Computer Use and Public Internet Access Policy

Oxford County Library provides Internet access, through wired and wireless service, to ensure equitable access to information and online resources. All users of the Library's public computers and wireless network must abide by the Library's Code of Conduct.

Access to the Public Network:

Users must be a registered patron with a valid library card and have signed a Computer Use Agreement. Non-registered visitors may request a guest pass to use the Library's public computers.

The Library reserves the right to set time limits or ask users to limit their time on the public computers. The staff reserve the right to adjust computer time and scheduling as necessary to ensure equitable access. Access to computers within 10 minutes of closing time may be denied.

The library is not obligated to provide an electrical source. Users must supply their own wireless equipped devices and all hardware and software in order to use the library's public wireless network.

Policy No.	2018-26	Date of Review:	2022
Date Approved:	November 19, 2018	Chairperson's signature:	
Reference Policies:	County of Oxford General Policy Manual 8.0 Electronic Communication: <i>8.04 Technology Use; 8.08 Purchase & Disposal of Information Technology (IT) Hardware, Software, & Services</i>		

The Library's wireless access network is an unsecured connection to the Internet and visitors to the Library use this network at their own risk. The public wireless network may be restricted to branch open hours. Users of the public wireless network are responsible for ensuring that their device is equipped with up-to-date security software. Oxford County Library and the County of Oxford assume no responsibility for any compromised information or loss through the use of the public wireless network. This includes, but is not limited to:

- electrical surges
- disruptions to wireless service
- loss or theft of equipment
- security issues, hacking, and viruses

Reliability of Information on the Internet:

The Internet is a gateway to information resources for a variety of ages and audiences. Users should consider the authority, accuracy, objectivity, and currency of the information presented. Users are responsible for assessing the validity of the information they find on the Internet.

Library users are reminded that the computer workstations and the public wireless network are provided in a public area, therefore privacy is not guaranteed. Others may involuntarily be exposed to material displayed on your computer monitor. Users are asked to respect the privacy of others when using the Library's Internet connections. All library users are expected to use headphones/earbuds when accessing sound files. Library staff are authorized to end the user's computer session if they are disturbing others, or are in violation of the Library's Computer Use and Internet Access Policy or Code of Conduct.

Users of the Library's public computers and public wireless network are subject to federal, provincial, and municipal laws, including provisions of the Criminal Code. Clients may not access, receive or transmit content that:

- displays overt sexual images
- violates any Canadian legislation such as defamatory, discriminatory, copyrighted, fraudulent, harassing, or obscene materials

Users must not tamper with or willfully damage computer equipment.

Access to the Public Network By Children:

Library staff is not responsible for supervising or restricting children's use of the Internet. Children are entitled to access all information, equipment, and services in the library. The library's Internet workstations are not filtered. Children's use of the Internet is the responsibility of parents and guardians. Parents and caregivers are advised to be vigilant.

Policy No.	2018-26	Date of Review:	2022
Date Approved:	November 19, 2018	Chairperson's signature:	
Reference Policies:	County of Oxford General Policy Manual 8.0 Electronic Communication: <i>8.04 Technology Use; 8.08 Purchase & Disposal of Information Technology (IT) Hardware, Software, & Services</i>		

Assistance from Staff:

Oxford County Library staff will provide assistance with:

- access to library-owned computer equipment
- helping users to start their search for information
- access to online library resources such as the online library catalogue, databases, and eBooks

Limited staff assistance may be available to those accessing the public wireless network with personal devices. Users are reminded that printing is not available over the wireless network at this time.

Any violations of this Policy may result in cost-recovery charges, suspension of library privileges, exclusion from the library, and prosecution.