

GREENWOOD PUBLIC LIBRARY

Policy on the Use of Public Access Internet Computers

I. Statement of Principles

The Greenwood Public Library recognizes that free public access to the Internet is consistent with its mission of providing access to a wide range of informational, recreational, and educational materials.

The Internet contains a wide variety of information, both text and visual. The Greenwood Public Library does not monitor and has no control over the content or the accuracy of the information accessed through the Internet, and cannot be held responsible for its content. Individual users must accept responsibility for selecting content.

The Library requests that people use the Internet responsibly and requires every person using the Library's Public Internet Access computers, as a condition of use, to adhere to the following Acceptable Use Policy.

II. Acceptable Use Policy

A. The Library **ALLOWS** the Public Internet Access Computers to be used for:

Surfing the Internet
Searching the online databases licensed by the Library
Word processing
Email (online mail service)
E-Commerce (shopping online)
Newsgroups (on-line discussion groups—not real time)
Instant messaging (e.g. MSN Messenger)
Games (on-line or special software games)
Music (through headset)

B. The Library does **NOT ALLOW** the Public Internet Computers to be used for:

Illegal activities such as: Copyright or trademark infringement; Misrepresentation; Fraud; Unlawful speech, hate speech and harassment; Defamation; Hacking, uploading viruses, etc.
Accessing or viewing obscenity and pornography as defined in accordance with the provisions of the Canada Criminal code governing obscenity and pornography.
Accessing sites providing information on how to carry out criminal acts
Chat rooms (on-line, real time discussion groups)

Gambling

Uploading files from disks, CD-ROMs, etc.

C. Changing any configuration or settings on the computers is prohibited.

D. You may not use your own software programs on the library's computers. Personal jump drives or CDs with data only may be used, but **MUST** be checked by staff for viruses before use in the library computers.

E. Internet-enabled computer resources are not filtered to prevent access to objectionable Internet websites. Parents or legal guardians are responsible for ensuring children's appropriate use of the Internet.

F. Patrons may reserve a computer for up to one hour per day and may reserve a time slot up to seven days in advance. Latecomers forfeit the unused portion of their reserved time. Really late latecomers (more than 15 minutes) lose their entire reserved time. Individual patron's use of the computers will be limited to a total of one hour per day. Some exceptions may apply.

Access may be limited to 30 minute sessions when the computers are in high demand. The middle computer is designated primarily for email patrons and has a 15-minute time limit. Be aware that if you are using this computer, you may be asked to interrupt your session if someone else wishes to check email and you have been on longer than 15 minutes.

No more than 2 people at a computer at a time.

G. If you wish to save files, CDs are available at the desk for \$1.00. Cases for CD's are \$1.00.

H. Printing charges are \$0.25 for black & white sheet; \$0.75 per colour or with heavy graphics.

I. Library staff may provide patrons with computer instruction as time and resources permit.

J. Anyone deemed by the staff member in charge of the library to have violated the Acceptable Use Policy shall have all Internet privileges suspended for a period of up to six months. In the event of repeat violations, or aggravating circumstances, the Library may, at its discretion, suspend ALL library privileges indefinitely. (Amended 16 Oct 2006)

III. Waiver and Indemnity

Users accept all risks related to their use of the Library computers. Users forever waive all claims and release the Greenwood Public Library and all of its employees, agent, directors and officers from all liability arising from the use of Library computers, including but not limited to financial loss from computer down time, losses from reliance on advice or information found on the Internet, loss or corruption of data, breach of

privacy, computer viruses, defamation, negligence, intellectual property infringement, theft and use of credit card numbers, harassment, fraud, or abduction. Users hereby indemnify the Library against all costs relating to claims arising from any material they post or transmit.

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