Leeds and the Thousand Islands Public Library

Internet Access and Use Policy:
Public Computers and Wireless Access

General Policy

Leeds and the Thousand Islands Public Library provides public computer and internet access in keeping with our mission to "empower the community through freely shared resources". Computers and the internet are tools for lifelong learning and literacy.

Computers and the Internet in the Library

Everyone is welcome to use the Library's public computer and internet services.

Leeds and the Thousand Islands Public Library has public computer stations with word processing and internet capabilities at all branches.

Wireless internet access is also available at all locations for people who provide their own laptop computers or other wireless devices.   Wireless access is not secure. It is the user's responsibility to protect themselves and their equipment from breaches of identity and security.

E-mail is available through web-based providers such as Hotmail, Yahoo, GMAIL etc. Direct access to a library-based e-mail account is not available.

Library computer stations and seating for wireless service are in very public areas shared by people of all ages. Privacy is not guaranteed. Computer users are responsible for the sites they visit and the content displayed on the screens. Inappropriate, offensive and illegal site visits will be subject to staff intervention and policy applications. Internet use is regulated by federal and provincial legislation including the provisions of the Criminal Code.

The Library's Rules of Conduct FAC-1 apply to the use of the public computers and wireless services.

Content on the Internet

The Library does not censor or filter to restrict internet access. Some websites may contain information and pictures that some people will find controversial and inappropriate. Access to the internet is at personal discretion and responsibility.

To assist you in finding information, the Library's website and published advisory guides include links to a variety of external sites. The Library assumes no responsibility or legal liability for the accuracy, currency or age-appropriateness of information contained in any of these links. It is your responsibility to question the validity of any information obtained over the internet.

Children and the Internet

Children's access to the internet in the Library is the responsibility of parents and legal guardians.

Children under the age of 12 years old using the internet or wireless service must be accompanied by an adult.

Parents are required to sign the following Parental Responsibility Form for their unaccompanied children, between the ages of 12 and 16, using the Library's internet, including wireless access.

Children of all ages are welcome to use the Library computers for word processing and Library CD-ROM access.

The 'Children in the Library' FAC-2 policy also applies to children using the Library's computers and internet.

Visitors to the Library

Leeds and the Thousand Islands Public Library welcomes all visitors to use the computers and the wireless internet service. If you do not have a Leeds and the Thousand Islands Public Library card simply check-in at the branch circulation desks for guest privileges and log-ins.

Copyright Restrictions

Certain copying and distribution of information found on the internet may infringe on copyright or other intellectual property rights. The Library is not responsible for any infringements. It is the user's responsibility to be aware of copyright laws and consequences.

Downloading and Saving

Installing, downloading, or modifying any software on the computer workstations is prohibited. Likewise, files and photos may not be downloaded to the workstation's hard drive. Personal USB drives, CDs and formatted diskettes may be used to save documents and information. Diskettes may be purchased at the Library's circulation desks. The Library reserves the right to deny the use of personal storage devices if they have compatibility and/or operating problems with the Library computers. The Library is not responsible for damage to or malfunctions of personal storage devices.

Staff Responsibilities

Assistance with computer and internet applications will be freely provided given available staff time and expertise.

Library staff will provide computer advisory tools such as recommended site lists, how-to and navigation guides as staff time and expertise allow.

Library staff will give you directions to help you connect to our wireless service on your laptop, PDA or other electronic devices. However, the Library will not accept the responsibility for configuring your personal computer equipment which may result in damage to it.

Library staff are trusted to ensure that the Rules of Conduct and Children in the Library Policies are followed in conjunction with this Internet Access and Use Policy.

Library staff have the authority to end a computer/internet session based on these policies. Misuse or abuse of the Library computers and internet may result in the suspension of library privileges and/or access to the Library facility.

Accessing the Library Computers

- You may reserve computer time in advance by phoning your local branch; our peak usage times are after school and through the evenings
- To access a library computer, go to the circulation desk with your library card and check-out a computer as you would check- out a book
- You are welcome to use the workstation for 30 minutes; extended time is permitted if no one else is waiting; at the discretion of the library staff, extended time may be granted for homework and research priorities; we strongly recommend that you reserve computer time in advance for these special considerations
- A maximum of 2 people may be at one computer workstation; exceptions are made when the computers are being used for library training sessions
- Printing capabilities are available from the public computers; printing costs are posted at the stations
- Headphones are available and are required when accessing audio sites

Accessing the Wireless Service

- You will require your personal laptop or other wireless devices and headphones, if necessary
- Configure your devices to accept pop-ups
- For your first visit, go to the circulation desk to obtain our guest log-in and password; this log-in and password will be the same for subsequent uses of the wireless service
- Wireless sessions time-out after 2 hours; re-enter the log-in and password to continue
- The wireless network is available during Library business hours
- Printing is not available from the wireless internet access; you may save material to a portable storage device and print from a library computer

Sources:

Burlington Public Library, Stratford Public Library, Hamilton Public Library, Brockville Public Library, Brantford Public Library, Kingston Public Library, London Public Library, East Gwillimbury Public Library

Leeds and the Thousand Islands Public Library

Parental Responsibility Form for Child's Use of the Library's Internet Services
Required for children between 12 and 16 years old

Leeds and the Thousand Islands Public Library does not censor or filter internet access.

Please review our Internet Access and Use Policy, Children in the Library Policy and our Rules of Conduct.

I understand that the Internet is a global, uncontrolled network, that the internet may contain inaccurate, controversial, offensive and illegal information and that the Library internet stations are unsupervised.

As the parent or legal guardian, I assume full responsibility for
(**Print Child's Name**): _____'s use of the Library's computer and internet services.

Parent/Legal Guardian's Name: (print) _____

Signature of Parent/Legal Guardian: _____

Date: _____   *revised February 19, 2008*