



Public Internet Wired Acceptable Use Policy

Purpose

Guelph Public Library (GPL) considers Internet information resources an extension of our material collections for library users and one of the richest information resources available to the public.

GPL is not responsible for the content or quality of information retrieved on Library Internet workstations.

Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information about users' activities.

Scope

Physical Access:

- The library will make workstations available for Internet access, word processing, and other public information needs. We will make decisions regarding the number of workstations according to space availability, branch priorities, telecommunications capability, and system-wide resources.
- Patron use of Internet workstations will be limited by time per day. The library will use booking software to track the total amount of time used at each session and throughout the day. No information is kept on the content of the session. We may implement additional administrative mechanisms such as sign-up sheets if required. Public service librarians may make exceptions on specific workstations as needed.

Content Access:

- Internet workstations in adult areas will not have any content limitations except as outlined below.
- Internet workstations in children's areas will have a commercial content filter. In those branches which do not have Internet stations in the children's area, at least one terminal with a filter will be made available

elsewhere in the branch. The Library will not alter the commercial content filter.

- Monitoring of a child's use of the Library and the Internet is the responsibility of the parents/guardians.
- All members of the public, including children, will have access to workstations with no content limitations.

1 Policy Statements

Acceptable use of the internet and public workstations:

- 1.1 Users of the Internet must respect copyright law and licensing of programs and data.
- 1.2 Library workstations are located in public areas shared by library users of all ages, backgrounds, and sensibilities; individuals are asked to consider other patrons when accessing the Internet from the public workstations.
- 1.3 Users must not violate the privacy of another library patron.
- 1.4 Users must not install software or run any programs on GPL computer equipment that have not been installed by GPL staff. Users should not develop or use programs that infiltrate a computer or computer system and/or damage or alter the software components of a local or remote computer or computing system. No alteration, damage or destruction of the library's computer hardware is permitted.
- 1.5 Users must have only one library card, use only their own library card and must not use other individuals' cards.
- 1.6 Users must not use any workstation for illegal, actionable, or criminal purpose, or seek access into any unauthorized areas, and must not harass other users locally or remotely.
- 1.7 Users must not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users. Users should not represent themselves as other users.
- 1.8 The library is not responsible for any fees incurred by use of the Internet.
- 1.9 The library cannot guarantee the security and confidentiality of any transaction, particularly ecommerce transactions.

- 1.10 The library is not responsible for any damage to patron disks or external devices that may be connected to or inserted into a library workstation.
- 1.11 Use of the Library's Internet workstation to receive, transmit, or display sexually suggestive materials and text and/or graphics which are illegal, obscene or offensive is prohibited. The Library staff has the authority to end an Internet session when such material displays on the screen.
- Be aware that the connection may fail or the computer may "freeze" while you are using it. Such occurrences are unfortunate but do not entitle you to go beyond your allotted time if others are waiting.

By pressing the "Accept" key you are acknowledging that you have read, understood, and agree to be bound by the Guelph Public Library's acceptable use policy and rules for use.

2 Non-Compliance

- 2.1 Violations of this policy will be treated like other allegations of wrongdoing at Guelph Public Library. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for noncompliance may include, but are not limited to, one or more of the following:
- a. An employee found to have violated this policy may result in the application of the disciplinary process, up to and including, termination.
 - b. Legal action according to applicable laws and contractual agreements.