

**TOWN OF MCLENNAN LIBRARY BOARD
PUBLIC COMPUTERS AND WIRELESS NETWORK POLICY**

Purpose

In accordance with its mission, the McLennan Municipal Library provides access to a broad range of resources to meet the information needs of the community including those available through the internet. This policy applies to all users of the library's public access computers and wireless network.

Acceptable Use

Public access computers are located in public areas and are shared by Library users of all ages, backgrounds and sensibilities. Individuals must be respectful of other users when accessing the internet from these workstations.

The Library is not responsible for the content or the quality of the information accessed on the internet. Parents, legal guardians or caregivers are responsible for monitoring internet sites and information accessed by their children. Library computers do not employ filtering software of any kind

Children under the age of twelve (12) may use a public computer if their parent or guardian sits with them. Youth aged twelve (12) to fifteen (15) may use a public computer if their parent or guardian has appeared in person at the Library to complete and sign a permission form. Library staff may request proof of age.

Library staff are only available to assist users with basic computer usage as time and scheduling permits.

The Library's wireless internet service is not encrypted. Use of the wireless connection is done at the owner's risk, as information sent or received could potentially be intercepted by another wireless user. Users should avoid entering sensitive information such as credit card numbers, passwords or any other personally identifying information.

Access Procedures

Access to the public computers and wireless network is available during regular Library hours.

Use of the public computers is on a first come, first served basis.

The Library reserves the right to limit internet use in terms of the amount of time used.

Public Computer usage:

- No more than 2 persons allowed at a computer at one time.
- Usage of personal memory sticks only as long as they are in a clean working state and virus free.
- Users of video or audio content must use earphones. Ear buds may be available for purchase at the circulation desk.

Prohibitions

The following actions are prohibited:

- Accessing sites or transmitting materials which violate Canadian Federal or Provincial law such as defamatory, discriminatory or obscene materials.
- Displaying overt sexual images.
- Sending fraudulent, harassing or obscene email messages.
- Damaging or modifying the Library's computer equipment, software or network.

Library staff has the authority to suspend usage if users are disturbing others or engaging in internet use behavior that is deemed inappropriate in a public area.

Approved: September 1999

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Reviewed: December 2018

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New review: January 2021

Board Chair:

