

Policy Type: **Operational**

Policy Number: **O-16**

Policy Title: **Public Internet Use Policy**

Policy Reviewed: November 2021

Effective: January 2022 - December 2024

1. PURPOSE

1.1 The Windsor Public Library Public Internet Use Policy is intended to provide a framework outlining public internet services, library use of filters, and customer responsibilities while accessing the Windsor Public Library internet.

2. SCOPE

2.1 The Windsor Public Library Board within the meaning of the *Public Libraries Act, R.S.O.1990, C.P44* as amended 2019, CH14, *Sched.12*, provides governance and management of public library services in Windsor, and is supported by the Windsor Public Library / City of Windsor Service Agreement (2015), as amended March 21, 2017.

2.2 The Windsor Public Library Board endorses the Canadian Copyright Act, the Canadian Charter of Rights and Freedoms which states that everyone has freedom of thought, belief, opinion and expression; the Canadian Criminal Code and other legislation governing access to intellectual property and communication of information.

2.3 The Public Internet Use Policy reflects the Windsor Public Library Mission, Vision, Values and Customer Service Pledge:

2.4 **Windsor Public Library Values Statement** “Windsor Public Library values intellectual freedom, literacy and access to information.”

2.5 This policy applies to:

- a) All Windsor Public Library-owned public computers and all personal wireless devices, operating in Windsor Public Library facilities;
- b) All instances of accessing the internet, whether through the Windsor Public Library internet service or through other wireless services, devices or software.

3. GUIDELINES

3.1 The Windsor Public Library Board provides public internet access as an information resource for customers. While the internet provides a variety of resources for different age levels and points of view, its availability at the library does not imply any endorsement by the Windsor Public Library Board.

3.2 Customer Responsibilities

3.2.1 Windsor Public Library internet computers must not be used for illegal, actionable, or criminal purposes; to seek access to or export unauthorized or inappropriate sites or content;

3.2.2 Customers are responsible for any sites they reach and the appropriate use of the resource;

- 3.2.3 Customers shall respect the privacy of other library customers;
- 3.2.4 Customers are responsible for any fees, losses or damages that occur as a result of any online transactions they conduct on the internet. The Windsor Public Library assumes no responsibility for the security and privacy of online transactions.

3.3 Windsor Public Library Responsibilities

- 3.3.1 Windsor Public Library will:
 - a) Facilitate and promote public access to information;
 - b) Promote customer education, media awareness and internet safety;
 - c) Respect the right of customers to privacy and confidentiality with regards to information sought or received and resources consulted, acquired or transmitted;
 - d) Encourage all customers to be respectful of the rights and sensibilities of others.
- 3.3.2 Windsor Public Library recognizes that some internet resources are illegal, misleading and/or inaccurate; or considered by some people to be offensive or objectionable.
- 3.3.3 Windsor Public Library Board is not responsible for the accuracy of the information obtained via the internet. The accuracy of the information is the responsibility of each originator and/or producer.
- 3.3.4 Windsor Public Library reserves the right to implement and enforce usage procedures, including: set time limits, ask customers to limit their time on a public computer, adjust time allocations, amend computer schedules, plus withdraw access privileges for those who do not comply with rules, regulations, staff directions or service provider agreements.
- 3.3.5 Windsor Public Library supports the rights and responsibilities of parents or legal guardians to determine, monitor and guide their children's use of library materials and resources and will endeavour to minimize unintentional exposure by children and teens to internet content that is age inappropriate.
- 3.3.6 The internet is not a secure medium. Windsor Public Library does not assume any responsibility for the security or privacy of any on-line transactions. Customers are advised to exercise caution when viewing or transmitting personal information.

3.4 Use of the Internet

- 3.4.1 Windsor Public Library internet computers must not be used for illegal, actionable or criminal purposes, to seek access to unauthorized sites or to access inappropriate sites.
- 3.4.2 Downloading, transmission and export of material from inappropriate sites is prohibited.
- 3.4.3 Infringement of copyright is prohibited.

3.5 Internet Filtering

- 3.5.1 Internet sources that threaten the integrity of the Windsor Public Library network will be filtered.
- 3.5.2 Inappropriate sites / content will be filtered according to the Windsor Public Library Material Selection Policy F-6.
- 3.5.3 Internet sources will be filtered on Windsor Public Library computers specifically designated for use by children.
- 3.5.4 Windsor Public Library recognizes that filters are not 100% effective. The Windsor Public Library assumes no liability in the event that a customer reaches a site assumed to be filtered.