**HIGH PRAIRIE MUNICIPAL LIBRARY**

**BYLAW AND POLICY MANUAL**

**POLICY C-4**

**COMPUTER/INTERNET PUBLIC ACCESS POLICY**

To provide our patrons with the most extensive and effective service possible, the Board of the High Prairie Municipal Library recognizes that computer access is a timely and necessary part of Library services.

This policy is to make the availability of computers as fair and inclusive as possible.

**ACCESS TO HARDWARE AND SOFTWARE**

**Background**

The internet is largely an unregulated medium and there is little international, federal, provincial or municipal control of its users or content. While it offers a wealth of information that is personally, professionally and culturally enriching, it also enables access to some material that may be offensive, disturbing, or illegal.

* 1. While the Library does not monitor patrons and has no control over the information accessed through the Internet and is not responsible for its content, the Board reserves the right to notify appropriate authorities when the staff becomes aware of questionable access. Patrons are responsible for the Internet sites they reach and the information they access. Parents or guardians, not the Library or its staff, are responsible for the Internet sites and information accessed by their children.
	2. All computers, the Internet and the other electronic resources provided by the Library are available equally to all Library patrons except those with outstanding Library fines. Access will be made available on first come, first served appointment basis.
	3. Person under the age of 16 years must get a signed permission slip from their parent or guardian. This information is kept on a database. Students will not be allowed access during school hours without a parent or teacher’s note. (See Appendix 3)
	4. With an appointment, staff will be available during normal Library hours to assist patrons in accessing the Library’s electronics.
	5. Bookings will be made in one hour blocks. Patrons are responsible for being on time. Staff can and may reallocate time if a patron is late.
	6. There will be a charge of the current rate for use of the printer to print material from Library’s electronics.

**WIRELESS INTERNET**

2.1 High Prairie Municipal Library Board offers free wireless access (aka “hot spots” & “Wi-Fi”) for individuals’ personal mobile devices. These access points are unsecured and are accessible only during normal library hours. This service is also governed by the High Prairie Municipal Library’s Internet Policy.

 Printing service is not available to wireless users.

2.2 As with most public wireless “hot spots”, the Library’s wireless connection is not secure. Use of the wireless connection is done at the user’s own risk.

2.3 Users shall access the Library’s wireless Internet service in a legal and responsible manner. Internet users must be aware that they are working in a public environment with people of all ages and with diverse viewpoints. Users must not engage in any activity that interferes with any other person’s ability to use the Library and its resources. In accessing the Internet, users are subject to federal and provincial legislation related to Internet use, including the provision of the Criminal Code regarding obscenity, child pornography, sedition and the incitement of hatred. Users may not use this network for any illegal purposes. The Library Board reserves the right to terminate a wireless Internet session at any time.

**ASSUMPTION OF RISK**

3.1 Neither the Library nor the Library Board assumes responsibility for the failure of the computer, the software, and the services of the Internet provider or any other problems that may arise from the patron’s use of this service or equipment.

3.2 **Computer Viruses**: The Library and the Library Board assumes no responsibility for damage to a patron’s flash drive or computer, or for any loss, damage, or liability that may occur from the patron’s use of the library’s computers.

 CHAIR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF APPROVAL: April 5, 2013

 REVIEW DATE: April 6, 2021