

# Grimsby Public Library – Internet and Technology Use Policy

**Policy Number:**

O-11-03

**Approval Date:**

May 12, 2021

**Effective Date:**

May 12, 2021

**Review Date:**

May 2023

**Notes:**

Approved: December 21, 2005

Revised:

- January 2008
- January 2009
- May 2011
- May 2013
- May 2015
- May 2017
- May 2019
- May 2021

**Purpose**

The Grimsby Public Library's Internet and Technology Use Policy applies to the use of all types of Library supplied hardware and software and of the Internet on the premises of the Library and on the Library's network. The Library provides public access to technology and the Internet in keeping with the Library's role in providing equitable access to information and online resources to meet the needs of the community. The Library provides Internet access through public computers and wireless access to personal devices.

**Guidelines**

- The Internet is an unregulated medium which provides access to ideas, information, and images outside the confines of the Library's mission, collection, selection criteria and collection policies. The Library is not responsible for Internet content.
- Users are required to use the Internet and available technologies in a responsible and ethical manner. Users may not use library technologies to access, transmit

or create material which violates any Canadian federal or provincial law, such as material which is defamatory, discriminatory or obscene. The Library is not responsible for any infringement of copyright, or any other violation.

- Any attempts to access other areas of the computer, run personal software programs, or compromise system security are strictly prohibited.
- As with the Library's other collections, any restrictions on a child's use of the Internet is the responsibility of the parent or legal guardian.
  - As stipulated in the Library's policy regarding the Safety and Conduct of Children in the Library, "parents, guardians or caregivers are responsible for supervising their child's access to all library resources including the Internet and Media Lab technologies."
- Library staff are available for assistance with library related technology; however, individuals who require extra help are encouraged to take advantage of the Library's Tech Help. Help requests can be placed online or by calling the library. Staff assistance may be limited by time and type of question.
- The number of users per workstation is limited to a reasonable number of people at a time at the discretion of Library staff.
- Internet and Media Lab workstations are available on a first come, first served basis. The computer lab computers allow for an initial time limit of 180 minutes. Additional time can be requested should no one else be waiting for a computer. The 3D printer and associated computer is always first come, first served and cannot be reserved in advance.
- Portable devices and peripherals including cameras and a green screen are available to be borrowed by library cardholders for use within the Library. These technologies are not to be removed from the Library. The cardholder is responsible for the appropriate care and use of the device. The patron account will be charged with the replacement cost for any lost or damaged device.
- Users are reminded that they are in a public space. Library workstations are located in public areas shared by library users of all ages, backgrounds, and sensibilities; individuals must consider other patrons when accessing the Internet or electronic resources from the public workstations or through personal devices.
- The charge per copy for printing is determined by the Grimsby Public Library Board and users are financially responsible for all print requests.
- Users are required to use earphones when accessing audio from library workstations or personal portable devices.
- Food and drinks are not permitted around the computers, library owned portable devices or peripherals.
- Chromebooks are available to borrow for use in library. Wifi Hotspots are available to borrow for 1 week loans. This policy covers use and access to the internet for these devices as above.

## **Contravention of Policy**

Any user who misuses or damages equipment, intentionally introduces a virus or malware or attempts to modify any software or hardware will be prohibited from using Library technologies, including Internet service, and will be held liable for all damages.

The Grimsby Public Library Board reserves the right to remove library privileges if the user contravenes any of the Grimsby Public Library Board's policies.

## **Appeal Process:**

- An appeal may be submitted, in writing, to the Chair of the Library Board for Board consideration. Only one appeal will be considered during the term of the suspension.

Correspondence to the Chair can be directed to:

Chair, Grimsby Public Library Board  
Grimsby Public Library,  
18 Carnegie Lane  
Grimsby, Ontario  
L3M 1Y1

- Application must be made, in writing, for re-instatement of library privileges; library privileges are not automatically re-instated.
- The decision of the Library Board shall be considered final.