

North Grenville Public Library

Public Services

Public Computer Workstations

Statement of policy: To describe the terms and conditions governing public use of computer workstations.

1. Services provided will be consistent with the goals and policies of the North Grenville Public Library. Services provided include the use of word-processing software, printing of documents and access to the Internet.
2. Internet access is intended primarily as an information resource. The North Grenville Public Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through the Internet. The Library does not monitor and has no control over the information available on or accessed through the Internet. The Library does not restrict access to such information nor does the Library attempt to protect users from exposure to information which may be sexually explicit, offensive or inaccurate. All Internet resources accessible through the Library are available to all registered users. Parents or legal guardians, not the Library Board or staff, are responsible for their children's use of the Internet and for the information selected and/or accessed by their children. For the purposes of this Policy, a child is defined as a person under the age of 16.
3. All users of the public workstations or the Wi-Fi network must agree to our Internet Usage policy, by agreeing to the terms before accessing the Internet. Violation of North Grenville Public Library regulations may result in suspension of registration and/or suspension of other library privileges. Users must agree to abide by acceptable uses of the networked computer workstations as established by the North Grenville Public Library Board and staff. Unacceptable uses include but are not limited to:
 - I. transmission of any material in violation of any federal or provincial statute or regulation. This includes, but is not limited to, copyrighted material, threatening and or obscene material, and slanderous or libellous material.
 - II. divulging of personal information including but not limited to passwords, telephone numbers or personal addresses;
 - III. violation of software licensing agreements;
 - IV. installing or downloading of software;
 - V. any deliberate attempt to damage or destroy data, hardware or software;

- VI. any deliberate attempt to alter software or hardware configurations;
 - VII. any deliberate attempt to interfere with Library approved access by another user;
 - VIII. any attempt to cause degradation of system performance.
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- 4. In order to discourage unruly or noisy behaviour, staff may limit the number of users at any single workstation at any given time.
 - 5. Users wishing to listen to sound are encouraged to bring their own earphones.
 - 6. Staff may impose time limits in order to ensure equitable access.
 - 7. Library staff may immediately terminate any user's access to a workstation where a staff member deems that a violation of Library regulations has occurred.
 - 8. The Library accepts no responsibility for loss or damage to personal property incurred as a result of the use of Library workstations. This includes but is not limited to damage to a user's computer disk or personal equipment.
 - 9. Library staff cannot provide in depth training. Library staff will provide assistance as time and the expertise of individual staff members permit.
 - 10. The fee for printing is \$.25 per page and \$.50 for colour printing. Users may download files to a USB flash drive.