

## **Acceptable Use Policy**

The following are examples of current Acceptable Use policies:

**Hardisty Public Library**  
**Village: Population in 2001                      808**

### **INTERNET**

1. The Library will house at least two public internet access computers in the library.
2. Training for staff and volunteers helping with the internet is the responsibility of the librarian.
3. Computer users must sign in at the circulation desk before use. The internet terminals may be reserved for one hour per day, booked by library personnel.
4. Any person using the internet or computers shall follow library rules. The Board will not monitor and has no control over information accessed through the internet and cannot be held responsible for its contents. It is the users responsibility to determine the accuracy of the information retrieved from the internet.
5. Illegal activities or any other activities intended to disrupt network services or equipment are prohibited. Users of the library's internet connection must specifically agree not to submit, publish or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
6. Misuse or abuse of a computer or its intended use will result in suspension of privileges.
7. Chat lines and adult sites may not be accessed on our computers.
8. Materials on the internet may be subject to copyright laws which users are responsible for upholding.

**Olds Public Library**  
**Town: Population in 2001                      6,230**

### **Internet Access Policy**

The Olds and District Municipal Library provides Internet access as part of the library's mission statement to provide high quality Library service

to the community. Although the Internet provides access to valuable sources of information the Library makes no guarantees regarding the accuracy, or completeness of information found here. There are sites on the Internet which may be considered controversial or inappropriate. The Library cannot protect users from information that the user may find offensive.

### **17.1 Internet Usage**

The public access computers will normally be available during the regular Library hours. Three computers can be booked in advance for one hour. The fourth computer will be used for reference and drop in use. All persons under the age of sixteen who wish to use the Internet must have their parents sign a release form. The form is available from the Librarian. The library does not monitor and has no control over the information accessed through the Internet and is not responsible for its contents. Patrons are responsible for the Internet sites they reach and the information accessed by their children.

### **17.2 Method of Access**

Community Internet Computers in the Olds and District Municipal Library have only Microsoft Internet Explorer and Netscape on them.

### **17.3 Method of Retrieving Information**

No outside disks are allowed into the Library. This is to prevent the spread of computer virus into the Library systems. IF a copy of information found on the Internet is needed, printing of pages is set by the librarian

### **17.4 Withdrawal of Privileges**

Misuse and/or abuse of the terminal, Internet access and/or the rules governing Internet access will result in suspension of Internet access privileges at the discretion of the Librarian.

Chair: \_\_\_\_\_ Date of  
Approval \_\_\_\_\_

Date of Amendment \_\_\_\_\_

## **CAMROSE PUBLIC LIBRARY**

**City: Population in 2001                      15,253**

### **REVISED INTERNET POLICY**

This replaces the Policy, Procedures and Rules dated April 22, 1997 and rescinds Board Motion 119/96 which made a charge of \$1.00 per hour for Internet use.

#### **BACKGROUND**

- 1.1     The Internet, as an information resource, enables the Library to provide information beyond the limits of its collection. The Library's Internet public access computers provide the opportunity to integrate electronic resources from information networks around the world with the Library's other resources.

#### **INTERNET ACCESS POLICY**

- 2.1     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 materials that may be offensive, disturbing or illegal.
- 2.2     The Library does not monitor and has no control over the information accessed through the Internet and is not responsible for its content. 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.
- 2.3     All public access computers, the Internet and other electronic resources provided by the Library are available equally to all Library patrons and to the general public. Access will be made available on a first come, first served appointment basis. Only parents or guardians may restrict the access of their own children to these resources.
- 2.4     The Library, and its staff, cannot control the availability of access to the Internet or to specific information sites. The capacity of the Library's Internet provider and of library machines are limited and access may not be available at all times. As well, information sites change rapidly and unpredictably. Finally, not all Internet information sources provide accurate, complete or current information. Patrons need to be careful

information consumers and question the validity of the information received.

- 2.5 Use of the Library's Internet computers is at the sole risk of patrons. The Library is not responsible for any damage to a patron's diskette or computer, or for any loss of data, damage or liability that may occur from a patron's use of the computers, whether from computer virus or other cause.
- 2.6 Access to the Library's own browsers e-mail, chat lines, interactive games and to news groups is not supported. Patrons may, however, subscribe to a private mail service like Hotmail or Bigfoot and use the Library's Internet computer to access it.
- 2.7 There is no charge to use the Internet access computers, however, there is a requested nominal donation of \$2.00 and there is a charge for copies made from the computers' printers.

#### ADULT INTERNET ACCESS PROCEDURES

- 3.1 The patron must reserve a one hour time slot during regular opening hours beginning on the hour by telephone or in person. In case of failure of the internet service or of the Library's hardware, the reserving patron must leave a phone number where he or she can be reached for notification. These reservations are on a first come, first served basis.
- 3.2 The patron must register use in a log-in book by indicating name, level of use of service and time in use.
- 3.3 Once a patron has completed his or her hour, and if the Internet is not booked for the next hour, the patron may continue for one more hour. Due to limited hardware, two hours per day is the maximum use allowed to any one patron.
- 3.4 Reserved Internet stations will only be held for a maximum of five minutes.
- 3.5 A maximum of two persons will be allowed at a terminal at any one time.
- 3.6 Internet access is available during regular library opening hours until ten minutes before library closing. The last appointment of the day will be for fifty minutes so that Library staff can complete proper shut down procedures.
- 3.7 Patrons must comply with requests, directions and instructions of the Library staff.

- 3.8 All pages printed from the computers are charged out at the rate for photocopies, that is, \$0-25 per page of paper, or as determined by the Board at a later date. **ALL PAGES WILL BE CHARGED TO THE PATRON AND MUST BE PAID FOR AND IT IS THE RESPONSIBILITY OF THE PATRON TO BE PATIENT WHILE THE PRINTER WARMS UP. DO NOT KEEP SENDING PRINT MESSAGES SO THAT MULTIPLE COPIES ARE PRINTED, AS YOU WILL BE CHARGED FOR THESE. IN ADDITION, THE FINAL PAGE MUST BE PAID FOR, EVEN THOUGH IT MAY ONLY CONTAIN THE BOTTOM LINE OF AN INTERNET FRAME OR AN ADVERTISEMENT.**
- 3.9 In order that the Library be able to keep offering this service, and in order for the Library to have funds to upgrade the computer hardware and software, a donation of two (\$2.00) dollar per hour is requested. Donations should be left with staff at the Circulation (check out) desk. The donation is not mandatory.
- 3.10 Except for initial guidance by staff about how to get on to the net and their offering searching suggestions and answering any questions they are able to answer, the staff cannot offer detailed personalized instruction.
- 3.11 Downloading is only to be made to a floppy disk, which disk may be purchased from the Circulation Desk for the sum of \$1.25 - G.S.T. included (which amount may be adjusted by the Director from time to time to reflect the actual cost to the Library). **PATRONS MAY NOT BRING THEIR OWN DISKS TO USE IN LIBRARY COMPUTERS.** This is to prevent the spread of computer viruses. The purchased disk may not be taken out of the Library and brought back to be re-used at the Library. Patrons may, however, leave the disk with the staff, labeled, and use it only in the Library. If files must be saved, they must be saved to the "a:" drive on a floppy only and not to the hard disk (the "c:" drive). In addition, patron documents are not to be left on the "desk top".
- 3.12 Misuse and or abuse of the computer terminals, failure to comply with Library staff requests, and breaking these internet access rules will result in suspension of privileges. This includes staying on longer than the person's booked hour when another patron has made an appointment and is waiting.

#### YOUTH LIBRARY INTERNET ACCESS PROCEDURES:

- 4.1 A person under the age of 18 years must have a parent or guardian complete a permission form before the child uses the Internet, or the child must be accompanied by a parent or guardian. Access may be denied in

the absence of proof of age.

- 4.2 All procedures for adults apply to the Youth Department, except that during the following hours, no bookings will be made for adults, as the computer is reserved for youth, who may use it on a first come, first served basis during all hours that the library is open.

## SCHEDULE "A"

### ACKNOWLEDGMENTS OF DONATIONS

- 4.1 Original Adult Department Internet Computer: The Camrose Public Library gratefully acknowledges the donation of the Internet service, in its first two years of operation by MLH Group Business Services c/o Morris Henderson, and currently by Elite Electronics, c/o for the dial up connection. In addition, the Library also thanks Central Agencies, Inc., c/o Mr. Norm Mayer, Mayor of Camrose, for his donation of a fast modem for transmission during the first two years of the operation of the service. The basic computer was donated by the Camrose International Institute and a printer was tent by Brett McDonald of Highland Grey Consulting Inc., who also installed the upgrades. The current account is run on a Wingate network on a Library Server and the service is supplied by Camrose Cable TV Ltd. The current printer was obtained through the Camrose Community Lottery Board.
- 4.2 Youth Library Internet Computer: The Camrose Public Library gratefully acknowledges the donation of this computer by Camrose Pipe Ltd. The current account is run on a Wingate network on a Library Server and the service is supplied by Camrose Cable TV Ltd. The printer was donated by the Camrose International Institute.
- 4.3 CAP/APLEN Internet Computer: This computer and printer were obtained as the result of a joint initiative of Industry Canada's Community Access Program and the Alberta Public Libraries Electronic Network. This grant program makes the Library a Community Access Program (CAP) site, and the Library has been granted the hardware and Internet service for use for two full years for free. The Internet service is run on a Wingate network from our Camrose Cable TV cable modem.

Another CAP Internet Computer is to be installed in the Language Lab. This computer and printer will be donated to the Camrose and Area Community Adult Learning Council and the Camrose Adult Read and Write Program by the Camrose Regional Exhibition, who obtained it from Industry Canada's Community Access Program when they were a CAP site. Its current account will be run on a Wingate network on a Library Server and the service is supplied by Camrose Cable TV Ltd.

**Saved at: INTERN E9 on  
Mar. 23 1999**

## SCHEDULE "B"

### **INTERNET WORK STATIONS**

By using the Library's Internet workstations, you agree to:

- **book a one hour session at a time**
- **limit usage to two hours per day**
- **download information to floppy disk only**
- **not use your own diskette(s)**
- **pay for any and all printing costs you incur**
- **not send multiple print orders to the printer**
- **comply with all instructions of the staff of the Library**
- **not misuse or abuse this computer or Internet access**
- **not make any changes to the set up or configuration of the software  
or hardware**
- **refrain from accessing illegal sites**

Hours service is available: from Library opening to ten minutes before closing.

Children under the age of 18 years must have signed parental permission to use the Internet, or the parent must be present in the Library at the time the minor is using the Internet. Camrose Public Library assumes no responsibility for the use of the Internet by children. It is not possible for Library staff to control specific information children and youth may locate on the Internet. It is the responsibility of the user (or the parent or guardian) to determine what is appropriate.

Diskettes are available from the Circulation Desk for a fee of \$1.25. You may not use your own diskette(s). The staff will be happy to store your diskette for future use in a private, secure place. This is to minimize the potential for the introduction of computer viruses into the Internet workstations, which could then spread to subsequent users of these computers. Printing fees are set at 25 cents per sheet which charge includes all print orders sent to the printer, and includes the last page of print, whether or not it includes information wanted by the patron.

Library staff is available to assist you in your use of these resources, but may not be familiar with every application you might wish to use. Due to scheduling constraints, there may not be Internet trained staff on duty at all times. Because of the many different Internet applications available, the Library cannot provide complete technical support.

**ENJOY YOUR SURFING ON THE  
INTERNET SUPER HIGHWAY!**