

**ADDINGTON HIGHLANDS PUBLIC LIBRARY**  
**INTERNET ACCESS AND COMPUTER USE POLICY**

**PROCEDURES & RULES**

- Users must report to staff to access computers and must present their library card.
- Users are asked to wait at the circulation desk prior to use.
- Staff will give the Patron a computer card and be assigned a computer.
- Computer usage time may be limited to thirty minute sessions during busy periods
- At the end of each session, users must exit the Internet by clicking on the 'X' in the upper right hand corner of the screen
- Users must report to staff when finished with the computer and return computer usage card.

**Printing**

- Where permitted by copyright, users may print their information at the posted rate.
- Printing charges apply to all pages printed.

**LIBRARY VISITORS**

- Visitors to the library are welcome to sign in to use the computers
- Visitors must read and agree to the Internet Access and Computer Use Policy.
- Visitors will be signed in on a Visitors Pass and given a Computer card that must be returned at the end of their session.

**Wi-Fi is available for the use of our Library Visitors and Patrons.**

**LIBRARY RESPONSIBILITIES**

**The Library and its staff will:**

- Use reasonable efforts to ensure compliance with Internet access and use policy and procedures.
- Make users aware of the Internet access and use policy through sign and pamphlets.
- Make all workstations available to the public.
- Provide staff assistance to Internet users as time and knowledge permit.
- Given the nature of the Internet, the library cannot control the ever-changing content and, as such, assumes no responsibility for any direct or indirect damages arising from the use of its connection to Internet services.

**PARENTS' RESPONSIBILITIES**

While recognizing the Internet provides access to resources for different age levels and points of views, Addington Highlands Public Library does not act in place of a parent.

- Parents and guardians are reminded that the restriction of a child's use of a Library computer, including Internet access, is their responsibility.
- Permission from parent or guardian is required for children under 18. Parent or guardian must come in person and sign permission card.

**THESE ACTIVITIES ARE PROHIBITED**

- Use of the Internet for any illegal purpose.
- Installing viruses or other programs designed to damage or alter software on the work stations, network or Internet, or seeking unauthorized access to any computer systems.
- Sending unsolicited commercial material or unsolicited e-mail (spam).
- Misrepresenting oneself as another user.
- Attempting to modify or gain access to files, passwords or data belonging to others.
- Vandalism or theft of library property.

**CONSEQUENCES OF VIOLATING THE INTERNET ACCESS AND USE POLICY**

- Misuse or abuse of computers is not acceptable. Offenders may be required to leave the library.
- Users in violation of the library internet access and use policy may have their Internet privileges suspended.
- Repeated violations will result in withdrawal of computer privileges
- Patrons using the Library's Internet workstations for illegal purposes will be subject to prosecution under the law.
- Vandalism or theft of library property is illegal and will be reported to the police.

Motion # 20170126

Motioned by

Second by

Carried

To approve and adopt Addington Highlands Public Library Computer and Internet Access and Policy.

*A. Helen Yanch*  
*Kerby Thompson*