LAURENTIAN HILLS PUBLIC LIBRARY BOARD
SERVICE PLAN AND POLICIES

INTERNET USE POLICY

Adopted January 2000, Amended March 2010.

The Internet is a source of material, resources and services to meet the informational, recreational and educational needs of the community.

The Library's Internet access is intended primarily as an information resource that allows users to connect to resources outside the Library.

The Library does not have control over these resources or have complete knowledge of what is on the Internet. Information obtained may be reliable and correct or it may be inaccurate, out-of-date or unavailable at times.

The Internet contains material that is inappropriate for viewing by children. As with other library materials, parents or guardians are expected to monitor and supervise their children's use of the Internet. Children under age 12 must be accompanied by an adult.

All Internet users must register for Internet use by signing a User Agreement. Those 16 and under must have the User Agreement signed by a parent or guardian. By signing the user sheet in the Computer Use Book, it is understood that the person has agreed to the Laurentian Hills Public Library's Internet Use Policy. A copy is to be found in the book.

Library patrons use the Internet at their own discretion and should be aware that E-mail correspondence may not be confidential. Although efforts are made regarding virus control, the library is not responsible for viruses transmitted to personal computers.

Some Internet sites are inappropriate in a library setting. The Library reserves the right to end an Internet session and deny future access to the user.

Because volunteers may not always be familiar with the use of the Internet, users must have a basic knowledge of computer use.

Rules
1. Use is limited to a half-hour session. However, if no one is waiting, another half-hour session may be booked. Depending on demand, users may be limited to one session per day. Users will leave the Internet station when the session is ended.
2. Reservations will be held for 5 minutes after the scheduled start time and thereafter could be forfeit.
3. Due to space limitations, no more than two persons are permitted at the station at one time.
4. Use of personal software programs is not permitted.
5. Printing is available at a cost as posted.
6. Users who want to download files must use formatted diskettes or CD's, available from the Library as per the posted cost, or other personal storage devices.
7. Any personal storage device must be approved and scanned for viruses by the librarian before use on library computers.
8. Misuse of the computer, including any violation of the code of ethics will result in the loss of library privileges. Patrons using the Library's Internet Workstations for illegal purposes will be subject to prosecution.

All users of electronic information sources such as the Internet are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are

provided and to follow the rules and regulations of the library providing these resources.

Responsible ethical use of the Internet includes:

1. Using the Internet for educational, informational and recreational purposes only, not for unauthorized, illegal or unethical purpose
2. Not attempting to modify or gain access to files, passwords, or data belonging to others; not seeking unauthorized access to any computer system or damaging or altering software components of any network database.
3. Not sending, receiving, displaying text/graphics that are illegal or may reasonably be construed as obscene or offensive.
4. Signing a user agreement before using public access terminals for the first time.

PLEASE NOTE: A parent or guardian must sign for children up to and including age 16.

Library Responsibilities:

1. Using reasonable efforts to ensure compliance with Internet use guidelines and procedures.
2. Making users aware of our Internet access and use policies.
3. Taking reasonable measures to ensure the privacy and confidentiality of Internet users.
4. Making all workstations available to all members of the public.
5. Providing staff assistance to library Internet users whenever time and knowledge permits.
6. Reporting illegal sites.
7. The Library assumes responsibility only for the information provided on its website.

WIRELESS ACCESS POLICY

Reviewed March 2010

To fulfill its mission of providing access to information of all types in a wide range of formats, the Laurentian Hills Public Library provides free wireless access within the Library's premises. The use of personal laptops, PDAs, and other mobile internet devices can be used to gain connectivity to the Library's wireless network without a network jack.

The Library's wireless access points, also known as hot spots or WiFi, are unsecured connections to the World Wide Web. Wireless access is provided during the Library's regular hours of operation and no authentication is required to connect.

All wireless users are expected to act in a lawful and respectful manner. By connecting to the Library wireless network, users are required to conform to the conditions outlined in the Laurentian Hills Public Library's Internet Use Policy.

Most WiFi equipment will be compatible; however, the Library can make no guarantees as to compatibility of any equipment with the Library's network.

Use of the Library's wireless network is entirely at the user's own risk. Laurentian Hills Public Library will not be responsible for any compromised information or loss through use of its wireless access. This includes, but is not limited to:

- Electrical surges
- Disruptions to wireless service
- Loss or theft of the wireless device

Additional Guidelines:

As the Library's wireless network is not secure, information sent to or from laptops, PDAs or other mobile Internet devices can potentially be captured by someone else.

It is the users responsibility to protect their device from viruses and hackers (e.g. by up-to-date anti-virus

software, firewalls, etc.)

The Library recommends that credit card, online banking information, and passwords NOT be transmitted while using the wireless network.

The Library assumes no responsibility for the safety of equipment or for laptop configurations, security, or data files resulting from the connection to the Laurentian Hills Public Library wireless network.

Printers are not available on the wireless network. To print, patrons must save the file to an external storage device (i.e. floppy disk, CD, or USB drive), and then print from one of the Library's computer workstations.

Direct access to a mail server is not available. In order to send and receive email using the wireless connection, patrons will need to use a web-based mail service (such as Hotmail, Yahoo!, GMail, etc.).

To use the Laurentian Hills Public Library's Wireless Internet connection patrons will need their own:
Laptop
Wireless network interface card
Compatible headphone if using audio files

PLEASE NOTE:
The Library cannot assist you with your laptop, card, or configuration. The Library cannot accept the liability of handling your equipment. The Library will not be held responsible for any damages sustained while using your laptop/wireless device within the Library's premises or while using the Library's wireless network.