

**PROCEDURES FOR USING THE
TYENDINAGA TOWNSHIP
PUBLIC LIBRARY
PUBLIC ACCESS COMPUTERS**

- Users must have registered for a computer and Internet Access
- Users must have a library card
- Users must read **Computer & Internet Access Use policy** and procedures
- Users must report to staff to access computers and obtain computer usage card
- Time slots may be thirty minutes session
- No more than one person at a workstation at one time unless given special permission
- Where permitted by copyright, users may print their information at the posted rate
- 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
- Patrons must report to staff when finished with access to computer and return computer usage card

WIRELESS

- The library's wireless network is not secure; we cannot guarantee the safety of your traffic across its wireless network.
- We do not assume any responsibility for the configurations, security or files on your laptop resulting from connection to the library's network.



**TYENDINAGA
TOWNSHIP
PUBLIC LIBRARY**

852 Melrose Road

Shannonville, ON K0K 3A0

PHONE 613-967-0606

HOURS

TUESDAY

10:00 a.m. - 8:00 p.m.

WEDNESDAY

4:00 p.m. - 8:00 p.m.

THURSDAY

1:00 p.m. - 8:00 p.m.

SATURDAY

10:00 a.m. - 2:00 p.m.

COMPUTER & INTERNET ACCESS

AVAILABLE DURING LIBRARY HOURS

**TYENDINAGA
TOWNSHIP
PUBLIC LIBRARY**



**COMPUTER & INTERNET
ACCESS USE POLICY**

SERVICE PHILOSOPHY

Internet access is provided at the Tyendinaga Township Public Library in keeping with the Library's mission to enrich, inform and educate the Township of Tyendinaga community. The Library considers Internet resources an extension of our material collections for Library users. The Internet is one of the richest information resources available to our 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 signs
- Make all workstations available to the public, regardless of age
- Provide staff assistance to Internet users as time and knowledge permit

Given the nature of the Internet, the library cannot control the ever-changing links and, as such, assumes no responsibility for any direct or indirect damages arising from the use of its connection to Internet services.



CONSEQUENCES OF VIOLATING THE LIBRARY 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, such as viewing child porn or sending hate message, will be subject to prosecution under the law.
- Vandalism or theft of library property is illegal and will be reported to the police.

PARENTS' RESPONSIBILITIES

While recognizing the Internet provides access to resources for different age levels and points of view, the Tyendinaga Township 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 16.

PATRON RESPONSIBILITIES

All members of the public, regardless of age, may use any of the public workstations and will:

- Use the Internet in a responsible way and comply with the **Internet access and use policy**:
- Be responsible for the selection of sites and question the validity of information since not all Internet sites provide accurate, complete, age appropriate or current information.
- Be aware that the workstations are in public areas shared by people of all ages and sensibilities.
- Respect the privacy of others using public access workstations

These activities are prohibited:

- Use of the Internet for illegal purposes, including copyright violation, child pornography, obscenity and hate literature
- Altering any security devices in either software or hardware format installed on library workstations
- Installing viruses or other programs designed to damage or alter software on the workstations, 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 file, passwords or data belonging to others
- Use of personal disks and software programs.
- Vandalism or theft of library property