

## **Purpose**

West Perth Public Library is committed to providing secure and equitable digital resources based on its institutional values of *Accessibility, Community, Fun*, and the Library as a *Welcoming* place of *Discovery*.

## **Responsibility**

This policy constitutes an agreement between West Perth Public Library and individuals using the Library's digital resources. Violation of these terms may result in the suspension of the individual's library privileges and/or legal actions.

Library users:

- are required to be respectful of others when accessing any public or personal resources within the Library;
- are responsible for any content they access online and for safeguarding their privacy when using digital resources;
- assume full responsibility of their online activities and use of digital resources, including damages that may directly or indirectly result from this use. Patrons are advised to use caution in sharing personal information online;
- are responsible for the children in their care and their use of resources, including damage, loss and access to materials and technology.

Library users are not permitted to:

- participate in any illegal activity by accessing, transmitting or creating content that violates Canadian laws;
- display, record or print overt sexual images;
- send, record or print harassing, hateful or obscene messages or activities;
- violate another person's privacy;
- introduce computer viruses, malware or any similar software through the Library's technology;
- use offensive, discriminatory or derogatory language or images when communicating with the Library. West Perth Public Library reserves the right to

report or remove language or images from its website and social media sites it deems offensive or in contradiction to its policies.

West Perth Public Library:

- provides secure and equitable access to digital resources to promote cyber literacy. Free wireless access is available on the premises;
- provides digital access to resources for all ages that reflect varied points of view. Users should be aware that online information may not be accurate, complete, age-appropriate, or current. Library staff are available to assist in finding and evaluating the quality of an Internet site. The Internet is an unregulated resource that contains material which may be illegal, offensive, or controversial;
- uses software tools to reduce the risk of malicious or illegal digital material. The Library strives to balance open access with security by ensuring access controls are not overly restrictive. However, the Library cannot guarantee that these tools are always effective in blocking malicious activity, or that legitimate content may not be unintentionally restricted;
- assumes no responsibility for any material accessed on the Internet. Concerns about Internet access may be directed to the CEO.

**Related Documents:**

West Perth Public Library. *Strategic Plan 2023-2027*.

West Perth Public Library Policy. *Children and the Library*.

West Perth Public Library Policy. *Code of Conduct*.

West Perth Public Library Policy. *Collections*.

West Perth Public Library Policy. *Confidentiality and the Protection of Privacy*.

West Perth Public Library Policy. *Intellectual Freedom*.

West Perth Public Library Policy. *Online Communications*.

West Perth Public Library Policy. *Teens and the Library*.

Government of Ontario. *Municipal Freedom of Information and the Protection of Privacy Act*.

---

**Issued:** October 2015

**Revised:** May 2026