

### **Purpose**

West Perth Public Library is committed to providing open, secure and equitable access to Library technology resources based on its institutional values of Intellectual Freedom, Free and Equitable Access, Customer-focused Service, and the Library as a Welcoming Space.

### **Responsibility**

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

Library users:

- are required to be respectful and consider other Library patrons when accessing or using any public or personal technology resources within the Library;
- are responsible for any content they access online and for safe-guarding their information and privacy when using the Library's digital devices and services;
- assume full responsibility of their online activities and their use of digital devices and services, including any damages that may directly or indirectly result from this use. Patrons are advised to use caution in sharing or providing any personal information over the Internet;
- are responsible for the children in their care and their use of digital devices and services, including damage, loss and restricting access to materials and online.

Library users are not permitted to:

- participate in any illegal activity, access and transmit materials or create content that violate any Canadian federal or provincial law such as defamatory, discriminatory, or obscene materials;
- display, record or print overt sexual images;

- send, record or print fraudulent, harassing, hateful or obscene messages or activities;
- violate the privacy of anyone, including another Library user;
- introduce computer viruses, malware or any similar software intended to circumvent security, cause disruption of service or infringe on the privacy of other people or organizations;
- use offensive, racist, sexist or derogatory language or images when communicating with the Library. The 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 open, secure and equitable access to technology resources to promote cyber literacy. Wireless access is available to patrons to access library resources and the Internet using their personal devices;
- provides digital access to be shared by Library patrons of all ages, backgrounds, and sensibilities;
- provides Internet access to resources for different age levels that reflect various points of view. Users should be aware that online information might not be accurate, complete, age-appropriate, or current. Library staff are available to assist customers 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 that Library patrons may encounter malicious or illegal 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 2020-2022*.

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. *Teens and the Library*.

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

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