

Internet and Technology Access Policy

1. Purpose

The Colchester-East Hants Public Library (the Library) provides Internet and technology for people to use. The Library gives this service for free to help people discover, learn, and enjoy.

This policy tells you about how you can use the Internet and technology in the Library.

2. Where do we use this policy?

This policy is for all branches of the Library that provide Internet and technology for the public to use.

3. Who is this policy for?

This policy is for anyone who uses the Library's Internet and technology. This includes:

- Staff
- Volunteers
- The general public (visitors)

4. Using the Internet

The Library does not monitor, control, or restrict the information people can see on the internet. People may find information on the internet that is illegal, untrue, or offensive. People cannot hold the Library responsible for what they find. The Library is also not responsible for costs, damage, or charges people face because of using the Internet at the Library.

a. Privacy

The Library works hard to protect your privacy. However, the Library cannot guarantee your privacy on Library computers.

If you use the Internet, it is possible for your activity to be traced back to you. You can learn more about when Internet activity may be reviewed or disclosed in the *Library's Privacy Policy*.

b. Internet Code of Ethics

Your use of the Library's Internet and public computers is a privilege, not a right. You are responsible for your activity and actions. If you break the Library's rules and policies, the Library may take away your library privileges or suspend you from the Library.

Some materials are inappropriate for viewing in a public space. Staff may end a session if a user is looking at inappropriate content on a library computer.

Library users must follow laws about internet use. If you use the Library's Internet services to break the law, you may be prosecuted by the police.

You may not:

- Try to change or get access to files, passwords, or data that belong to other people.
- Install computer programs without the Library's permission.
- Harass people.

5. Using Library Computers

The software and hardware on the Library's public access computers may be different in different branches.

The computers are not always available. The Library can limit access during activities and events the Library plans.

Library staff will help people with the computers if they are able.

a. Access

People need a Same Page Library Card to use a computer. If you do not have a library card, you can get a guest pass at the desk.

A caregiver must be with any child under the age of 8 who is using a public computer. Parents and guardians are responsible for watching and guiding their children's Internet access at the Library.

Library staff may confirm the ID of individuals with computer bookings.

b. Reservations

You can book a computer in person, by phone, or by using the computer booking software, where that is available.

The Library may suddenly cancel computer reservations if there are problems with the computer system.

If you are late for your reserved computer time, you give up the time you missed. Your reservation ends at the scheduled time even if you were late. If you are 10 minutes late or more, you may lose your whole reserved session.

c. Rules

To try to make sure that everyone gets a chance to use the computers, the Library puts daily limits on computers. These limits may change from branch to branch.

Personal information and working documents are removed from the library computers every day. You will need to save your own copies.

You may not use your own software on computers. If you do this, you may no longer be allowed to use the computers.

You may have drinks in covered containers when you use the Library's public computers. You may not eat or drink from a container without a lid when you use the public computers.

6. Comments/Questions

People can send their comments and questions about the Library's *Internet and Technology Access Policy* to the Director, Collections and Technology:

By email at

- BMorgan@CEHPublicLibrary.ca

By phone at

- (902) 896-4199

By regular mail at

- Director, Collections and Technology
Colchester-East Hants Public Library
754 Prince Street
Truro, Nova Scotia
B2N 1G9

7. Related Documents

[Criminal Code](#)

Library Code of Conduct

Privacy Policy

Youth Conduct and Safety Policy

Board Approval Date: June 26, 2018

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Last Review Date:

Next Review Date: 2028

Replaces: Internet Code of Ethics Policy