

## CONSEQUENCES OF VIOLATING THE 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 will be subject to prosecution under the law.
- Vandalism or theft of library property is illegal and will be reported to the police

## THESE ACTIVITIES ARE PROHIBITED

- Use of the Internet for any illegal purpose.
- 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 files, passwords or data belonging to others

## Tyendinaga Township Public Library

852 Melrose Road  
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Phone: 613-967-0606

Email: [francesttpl@xplornet.ca](mailto:francesttpl@xplornet.ca)

or

[tyendinagatwplibrary@xplornet.ca](mailto:tyendinagatwplibrary@xplornet.ca)

Website: [www.ttpl.ca](http://www.ttpl.ca)

## COMPUTER AND INTERNET ACCESS

### TUESDAY

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

### THURSDAY

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

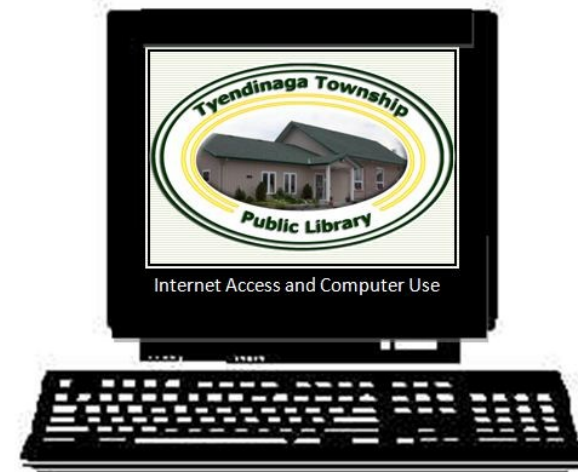
Technical support Available

1:00 p.m. - 3:00 p.m.

### SATURDAY

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

## Internet Access and Computer 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 to be an extension of our material collections for Library users. The Internet is one of the richest information resources available to our patrons.

# Internet Access and Computer Use Policy

## 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 and pamphlets
- Make all workstations available to the public.
- Provide staff assistance to Internet users as time and knowledge permit

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

## PARENTS' RESPONSIBILITIES

While recognizing the Internet provides access to resources for different age levels and points of views, 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.**

## PATRON RESPONSIBILITIES

All members of the public may use any of the public workstations

- Patrons must read "**Computer and Internet Access Use policy and procedures**"
- Patrons **must be registered** on library membership card for "Computer and Internet Access"
- Patrons **must present** their library card prior to using a workstation.
- Users are limited to 3 half hour times for computer usage without a library card. (Lost library cards may be purchased for \$5.00)
- Use the Internet in a responsible way and comply with the **Internet access and Computer 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.
- **Respect** the privacy of others using public access workstations.

## PROCEDURES & RULES

- Users are asked to **wait** at computer circulation desk prior to use.
- Users **must report** to staff to access computers and must present their library card.
- Staff will give the Patron a **computer card** and be **assigned** a computer
- Users who **do not have their library card** will be served last and will be **limited** to a 30 minute session
- Computer **usage time may be limited** to thirty minute sessions during busy periods.
- 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
- Users **must report** to staff when finished with the computer and return computer usage card
- **No cell phones** are allowed in computer lab
- **Rude and disrespectful behavior is not tolerated, you will be asked to leave and may have your privileges suspended**

