

Policy 2400

Computer Use	
Approved	May 13, 1999; May 12, 2011, April 25, 2023
Most Recent Review	April 2023

Policy Statement

The Okotoks Public Library (OPL) Board strives to provide a welcoming, comfortable and useful computing environment for Library users and staff. The OPL provides computer hardware and software for public use and access to the Internet for informational, educational and recreational purposes. Staff computers in the OPL are for staff use only.

Purpose/Rationale

The purpose for this policy is to provide clear guidelines and information for library staff and users regarding the use of library computers, hardware, software and the Internet/wireless network.

Procedure

Library staff are to provide limited and basic troubleshooting for patrons using its computers, but the burden is on the user to know how to use the software and hardware. The Library staff does not provide computer supplies such as USB sticks.

Access to the Library's public computers is a privilege that carries responsibilities. Misuse of the library's computers or violation of the library's policy may result in loss of computer use privileges.

Staff members are to be familiar with the following guidelines:

1. Use of the Internet Including Wi-Fi

- 1.1. Using the Library's computers for illegal, actionable or criminal purposes or to seek access into unauthorized areas is strictly prohibited.
- 1.2. Although the OPL supports an individual's right to freedom of access to all legally available information, there is material on the Internet, such as pornography, that is not appropriate for display in a public place. Users may be asked to close such sites and may lose access to the computers for violating this principle.
- 1.3. The OPL provides and maintains the wireless network as a public service. This service has been designed to support a wide range of notebooks, tablets, mobile phones and other devices. Users are responsible for the setup and configuration of their own equipment. Library staff will not assist in setting up laptops or handheld devices to connect to the OPL's wireless network.

- 1.4. Users are responsible for any commercial transactions made while using the Library's Internet connection.
- 1.5. The Library provides to its visitors free wireless access to the internet in limited areas of the Library during public hours.
- 1.6. Users must be at least eighteen (18) years old, or at least thirteen (13) years old with permission from their parent or guardian to use the Library Public Wi-Fi.
- 1.7. Users are expected to access and use Library Public Wi-Fi for personal, non-commercial and lawful uses only.
- 1.8. Access is provided free of charge with no guarantees or warranties that the Library Public Wi-Fi will function continuously or properly.
- 1.9. Library Public Wi-Fi is provided at the discretion of the Library.
- 1.10. Users are responsible for protecting themselves and their data when using the Library Public Wi-Fi.

2. Use of the Internet by Children

- 2.1. The OPL supports the right and responsibility of parents or legal guardians to determine and monitor their children's use of Library materials and resources.
- 2.2. While using the public computers, children aged 8 (eight) and under must always be accompanied by a parent or guardian.
- 2.3. The Library does not restrict the access of children to any information, resources and facilities in the Library. As with other library materials, children's access to the Internet is the right and responsibility of parents or guardians.

3. Printing

- 3.1. Printing is available for a fee.
- 3.2. Printing is not always possible from the wireless network is therefore best done from the public computers.

4. Equitable Access

- 4.1. The OPL's public computers and wireless network are available to the public during Library hours.
- 4.2. Use of the public computers is first-come-first-serve.
- 4.3. A maximum of two patrons may use one computer at a time.
- 4.4. Use of more than one public computer at a time by one user is prohibited.
- 4.5. Computer usage is restricted to one hour. If the computers aren't busy, OPL staff can extend this time upon request.
- 4.6. Anyone using video or audio content must use earphones. Ear buds are available for purchase at the Adult Services Desk.

5. Storage and Transfer of Data

- 5.1. Files can be saved to a user's own memory stick or files can be temporarily saved to the OPL's public drive with the understanding that anything saved on the hard drive will be deleted as soon as the user logs out of the computer.
- 5.2. Users are welcome to bring their own memory sticks containing readable Word, Excel, or PowerPoint files as long as the sticks are in a clean working state and are virus free.

5.3. Saving files temporarily on the hard drive is permitted. Users wanting to keep files long-term will need to save them on their own personal memory devices.

6. Software

6.1. Users are not to alter the appearance of the public computer desktop.

6.2. Users are not to install or use their own software on OPL's public computers.

7. Privacy and Safety

7.1. When a user leaves the computer during use, whether it be because they are finished with the computer or because they are taking a break and intending to come back, the user must ensure the security of their personal information and belongings. This includes, but is not limited to, the following:

- Logging out of personal accounts
- Closing browser windows
- Taking valuables with them