4.8 LIBRARY TECHNOLOGY & INTERNET USE

In response to advances in technology and the changing needs of the community, the Squamish Public Library is committed to providing access to the internet, technology, and software that supports digital literacy.

The library supports a patron's right to access internet resources as an extension of our physical collections and endorses the [Canadian Federation of Library Associations' Statement on Intellectual Freedom](#). The rules for acceptable use of public internet applies to all types of technology use on the premises and on library networks, including but not limited to: library technology (e.g. computers, tablets, printers, and scanners made available for public use), library software made available for public use, personal mobile devices and personal laptops.

Acceptable use of library technology:

- The library is a public space shared by patrons of all ages, backgrounds, and sensibilities; activity, including technology use, preventing the peaceable enjoyment of the library by patrons is not permitted. Library staff may intervene to handle complaints of inappropriate or legally prohibited material, as well as excessive noise complaints.
- Patrons must be Squamish Public Library members in possession of their card when accessing borrowable technology (e.g. library tablets or laptops). These devices can only be used within the library facility.
- Patrons without a Squamish Public Library membership can request a guest pass to access public computer terminals; laptops and tablets are not available without a library card.
- Patrons must abide by the permitted usage times allotted per day.
- Technology is offered on a first come, first served basis.
- Staff will assist with technology and internet use as time and skill-set permit.
- Staff support is available for library-related issues but may not include personal device troubleshooting.
- Patrons must login with their own credentials, or a staff provided temporary guest pass.
- Patrons are responsible for ending their session in a way that protects their own data.
- Patrons should save their work externally, as files stored on public computers and tablets are deleted automatically after a session has ended.
- The library is not responsible for lost or incomplete print jobs or files saved on public computers.

Patron privileges may be cancelled or suspended for the following causes:

- Disrespecting the privacy of others: patrons must not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other patrons.
- Destruction or misuse of library property:
  - patrons must not alter or damage library equipment, software, or data files;
  - patrons may not install or run other software on library equipment;
  - patrons may not distribute unsolicited advertising or maliciously spread computer viruses.
- Using library equipment and software for illegal, actionable, or criminal purposes, including hacking or harassing others locally or remotely, or seeking access to unauthorized areas.

- Disturbance of other patrons and/or objectionable conduct on library premises.
- Inappropriate or abusive treatment of staff, or failing to cooperate.
- Using another individual's library card or multiple library cards.
- Misrepresenting personal identity and posing as another person.
- Infringing on the legal protection provided by copyright and licensing of programs and data.

Internet disclaimer:

- Patrons should be cautious of phishing attempts, suspicious links, and fraudulent websites when using library technology.
- The library cannot guarantee the security and the confidentiality of any on-line transaction, including e-commerce activities. These are undertaken at a patron's own risk.
- The library assumes no responsibility for any direct or indirect loss, damage, or fees incurred using its internet connection.
- The library's wireless connection is not secure, and use of the wireless connection is at the person's own risk. Patrons are responsible for protecting their personal data, their own devices and applications. Patrons should avoid entering sensitive personal information on public computers, as the library cannot guarantee data security.
- Parents or guardians of minor children are to assume responsibility for their child's use of technology and the internet, as the library does not restrict content. Library staff do not act in place of a parent/guardian.

Adopted: Date of Policy Adopted
Amended: May 21, 2015