



BRACEBRIDGE LIBRARY POLICIES

Policy Number: OP-14
Title: Internet & Technology Services
Board Approval Date: October 14, 2025

Category: Operational
Policy Replacing: OP-14 (2022)
Year of next review: 2028

PURPOSE:

The Bracebridge Library endorses the use of the Internet as a source of information to complement traditional library collections and as a communication tool, connecting individuals and communities. The Internet functions in an unregulated environment, and provides unfiltered access to a wide variety of resources. This policy establishes the provision of public network services to access the Internet, acceptable use of these services by users, staff responsibilities and consequences of inappropriate behavior or illegal activity by users.

Section 1: Access to the Public Network

1. The library provides members of the public with Internet access through the library's networked desktop computers and through the library's wireless network, which can be used with personal devices.
2. Wired and/or wireless access to the Internet via public computers or users' personal devices is free of charge.
3. The library provides computers with accessibility features, that staff are able to assist with as required.
4. To ensure equitable access to the public network and efficient use of resources, the Library reserves the right to set time limits or ask users to limit their time on the library's public computers.

Section 2: Internet Filtering

The library does not use filtering software. It is the position of the Library that filtering technology is not effective in making the internet safer for users (especially children) in preventing criminal activity.

Section 3: Use by Children

1. Children may access all information and use all facilities provided by the library.
2. Parents, guardians and/or caregivers are responsible for the restriction of a child's use of a library computer, including Internet and wireless access. The library accepts no responsibility for enforcing restrictions that a parent, guardian or caregiver places on a child's use of the Internet resources.

Section 4: Acceptable Use of Technology in the Library

1. Users must be aware that computers and other devices, regardless of whether on the library's Internet service or not, are being used in public areas which is shared by people of all ages, backgrounds, and sensibilities. Some content may be offensive, objectionable and/or intimidating to other library patrons and/or staff. The Library staff reserve the right to redirect users whose activities on the public computers or their personal devices adversely affect the enjoyment of the library space by others.
2. Users should respect the privacy of other library patrons. However, library staff cannot guarantee privacy at the library workstations or throughout the library.
3. Users must respect the laws of Canada when using the public network. Use of the public network for illegal, criminal purposes or actionable by the library is prohibited. Examples of such illegal activities include, but are not limited to, harassment or stalking, libel, illegal commerce or solicitation, "hacking" or tampering with other computer systems, viewing, downloading and/or printing child pornography. Illegal use will be reported to the police.
4. Users of the public network must not violate or circumvent copyright and other intellectual property rights and liability for infringement rests with the user. The library follows fair use copyright principles and shall advise users of their legal responsibilities where possible to do so.
5. Users should use caution before providing personal information over the Internet. The Internet is not a secure medium and third parties may be able to obtain information about users' activities. The library assumes no responsibility for Internet content or damages, directly or indirectly, arising from its website or from its connections through to other Internet services.
6. Users must not modify, or otherwise willfully damage, the library's computer equipment, software or network.
7. To summarize the items contained in Section 4 of this policy, the library will post an "Acceptable Use Agreement" as a landing page for reviewing before using the library's Internet. Consequently, anyone not adhering to the 'Acceptable Use Agreement' will have their library privileges suspended and will be legally and financially responsible for damages.

Section 5: Library Responsibilities

1. The library proactively helps and promotes public access to quality information for all users. Library staff are available to assist with:
 - a. finding and evaluating the quality of an internet website
 - b. accessing the public workstations and personal devices
 - c. accessing the library's subscription e-resources and e-books
2. The library respects the right of users to privacy and confidentiality with regards to information sought or received and resources consulted, acquired or transmitted.

3. The library does not assume any responsibility for the configuration, security or files on personal devices resulting from connection to the library's network. The Library assumes no responsibility for the security and privacy of on-line transactions, as the Internet is not a secure medium and third parties may be able to obtain information about the user's activities. The library is not responsible for any damages sustained while using a personal device.

Previous Revisions: OP-14: Internet & Technology Services (2022); Facilities Use #4 – Acceptable Computer & Electronic Devices Use March 10, 2009; Public Access Internet Use May 2005

Related Documents: Ontario Human Rights Code

