



City of  
**Peterborough**

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**To:** Peterborough Public Library Board of Trustees

**From:** Jennifer Zoethout, Library Manager/CEO

**Meeting Date:** September 29, 2015

**Subject:** PPL15-014  
Internet and Computer Use Policy

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## **Purpose**

A report to present the Library's draft Internet and Computer Use Policy.

## **Recommendation**

That Peterborough Public Library Board of Trustees approve the recommendation outlined in Report PPL15-014 dated September 29, 2015, of the Library Manager/CEO, as follows:

That the Peterborough Public Library Board approve the attached Internet and Computer Use Policy.

## **Budget and Financial Implications**

There are no budgetary or financial implications.

## **Background**

Currently, patrons without a valid library card cannot use the computers. The proposed change will make the computers accessible whether or not the patron has a valid library card.

Submitted by,

**Jennifer Zoethout**

Library Manager/ CEO

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Attachment:

Appendix 1 - Internet and Computer Use Policy



## Appendix 1: Proposed 2015 Internet and Computer Use Policy

**Peterborough Public Library  
Internet and Computer Use Policy**

<b>Department</b>	Community Services	<b>Effective Date</b>	October 1, 2015
<b>Division</b>	Arts Culture & Heritage	<b>Approval Level</b>	Library Board
<b>Section/Facility</b>	Public Library	<b>Policy #</b>	PPL2015 - 3

**1) Purpose**

The primary purpose of the Internet and Computer Use policy is to provide direction to library patrons and staff on appropriate computer use in the library.

**2) Application**

This policy and related procedures apply to all persons on library property.

**3) The Policy**

The Library provides computers for public use and access to the Internet for informational, educational and recreational purposes. The Library cannot control and is not responsible for the content of information obtained through the Internet.

**3.1 Use of the Internet by Children**

The Library supports the right and responsibility of parents/guardians to determine and monitor their child's use of Library materials, including the use of the Internet.

The Library provides access to filtered search engines on workstations located in the Children's Department. No filtering system is completely effective or efficient, and it does not replace the supervision of a parent or guardian.

- A parent/guardian must accompany children under the age of 14 who are using the workstations in the Adult department.
- Children 6 and under must be accompanied by a parent or guardian at all times when using the Internet.

**3.2 Rules governing the use of Library Computers**

- The library is not responsible for any fees incurred by use of the Internet.
- Patrons who hold a library card must use only their card
- The library cannot guarantee the security and confidentiality of any transaction.
- The library is not responsible for any damage to a patron's property that may be connected to or inserted into a library workstation.

- Computer workstation use is limited to 60 minutes per day.
- Computers are shut down 15 minutes before closing.
- No more than 2 persons may use an Internet workstation at one time.
- There will be a posted fee for all printing.

### **3.3 Acceptable use of the Internet**

- Patrons must respect copyright law and licensing of programs and data.
- Patrons are responsible for respecting the rights of others when accessing Internet sites in library space.
- Patrons must not violate the privacy of another library patron.
- Patrons must not install software or run any programs on Library computer equipment that has not been installed by staff.
- Patrons must not use any workstation or the public wireless network for illegal purposes.
- Patrons must not use any workstation or the public wireless network to display explicit sexual images.

### **3.4 Misuse of Computers and/or the Internet**

Library Staff will advise patrons of inappropriate conduct as required. Patrons who deliberately violate the rules may have their library privileges suspended.

## **4) Amendments/Review Date**

<b>Date (yyyy-mm-dd)</b>	<b>Section # Amended</b>	<b>Comment</b>
2006-02-28		Policy approved by Board
2008-05-27		Policy reviewed by Board
2015-09-29	3.2	Policy amendment approved?
2020-09-25		Policy review