Madawaska Valley Public Library Policy Manual

Policy Type: Operational **Policy Number: OP-09-1**

Policy Title: Use of Internet and Electronic Media - Procedures

Initial Approval Date: May 30, 2012
Last Review/Revision Date: 2017
Review Date: 2024
Year of Next Review: 2027

Objective

To provide procedures to access, and in the use of, the Internet via the public network services of the Madawaska Valley Public Library (the Library).

Scope

Library staff reserve the right to adjust times and schedules for all access and use of the public network services, including the wireless system, as necessary, to ensure fair and equitable access by all clients.

Section 1: Access to WiFi

1. The Library's wireless system will be functional during the hours when the Library is open for clients using their own personal devices via a PASSWORD available at the circulation desk.
2. Clients are requested to:
   a) Use personal devices only in adult areas of the library.
   b) Keep clear of the front, side and rear doors, and stairwells for ease of access/egress.
   c) Keep all aisles clear in the library to allow ease of access to the collections and materials by others.

Section 2: Use of Public Computers

1. The Library reserves the right to set time limits or request users to limit their time on the public computers and / or personal devices.
2. Clients must be signed into the schedule prior to using a public computer.
3. Parents and guardians are reminded that the restriction of a child's use of a library computer, including Internet and wireless access, is their responsibility. The library board accepts no responsibility for enforcing restrictions which a parent or guardian places on a child's use of the Internet.
4. Clients may call the library to book a time slot, or do so in person.
5. The scheduling of public computers will be at thirty (30) minute intervals from when the Library opens to 15 minutes prior to closing.
6. All public computers will be shut down 15 minutes prior to closing time on any given day. Clients will be given sufficient notice to terminate their online sessions.
7. Should there be a free time slot after the initial 30 minutes clients will be allowed to continue for one additional 30 minute session.

Section 3: Suggestions / Complaints

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1. Suggestions / Complaints should be made to a staff member who may request that the suggestion or complaint be made in writing so that it can be directed and managed by the Library's CEO.

Related Documents:

Policy Number **OP-04**	**Code of Conduct for the Public**
Policy Number **OP-09**	**Use of Internet and Electronic Media**
Policy Number **OP-12**	**Children and Teen Services**
Policy Number **OP-13**	**Safety of Children in the Library**