TITLE	DATE PASSED	REPLACES
Public Computers & Wireless Network Policy	**October 5, 2023**	**3_S.05.2014**

POLICY #	SECTION	DATE LAST REVIEWED
3_S.05.2023	**3_Services**	

Purpose

To provide guidance for library patrons, staff, and volunteers regarding the use of wireless internet service (Wi-Fi) and public computers (also referred to as workstations).

1. Physical Access
    1.1. Peace River Municipal Library will provide access to free Wi-Fi and public computers.
        1.1.1. The number of workstations available will be determined by the library director based on library priorities, capacity, and library resources.
    1.2. Patron use of workstations may be limited by time per day, as deemed appropriate to ensure fair distribution of use among patrons.
    1.3. A membership card is not required to make use of workstations or Wi-Fi.
    1.4. Patrons of all ages may use library workstations.
        1.4.1. Parents/Guardians are solely responsible for the monitoring of their child's use of workstations, and for preventing such use, if that is desired.

2. Content Access
    2.1. PRML is not responsible for the content or quality of information retrieved on Library Internet workstations or through the public wireless network.
    2.2. Access to internet content will not be limited, as per our policy *Statement on Intellectual Freedom*.
        2.2.1. This applies to all ages of patrons.
            2.2.1.1. Parents/Guardians are solely responsible for the monitoring of content accessed by their child.

3. Patron Responsibilities
    3.1. Patrons are responsible for any damage caused to library computer equipment.
    3.2. Patrons are responsible for any fees incurred as a result of their use of the internet.
    3.3. Patrons are responsible for the safety of their identity when using internet resources.
        3.3.1. The library cannot guarantee the security and confidentiality of any online transaction.
    3.4. Patrons are responsible for any damage that may occur to their personal devices and/or any loss of data as a result of using library Wi-Fi, workstations, or power outlets.

4. Rules
    4.1. Patrons are required to use workstations as intended.
    4.2. Food and drink are prohibited at public computer stations.
    4.3. Parents/Guardians using the public computers must ensure their children are being properly supervised, as per the *Supervision of Children & Vulnerable Library Users* policy.

4.4. The use of personal software programs or computer hardware on public computers is not permitted, except for the use of memory sticks and peripheral equipment.

4.5. Patrons are prohibited from using library workstations and Wi-Fi for the following:

    4.5.1. Gambling

    4.5.2. Accessing pornography

    4.5.3. Engaging in any illegal activity

4.6. Any misuse of the workstations or Wi-Fi, whether or not they result in damage, may result in restriction or loss of use of the workstations.

    4.6.1. In serious cases, patrons may be asked to leave the premises.

5. Support

    5.1. Library staff may assist users with using Microsoft Office software, Peace River Municipal Library or Peace Library System licensed digital content, printing documents, and/or other basic questions.

        5.1.1. Library staff are not able to perform tasks at length for patrons, and may not have sufficient knowledge to support patrons in all computer-related tasks.

        5.1.2. Library staff may refer patrons to local service providers and online resources for additional support and instruction.

6. Printing

    6.1. The library may provide printing and scanning services.

        6.1.1. Fees for such services will be outlined in library bylaws.