

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: 2021**

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 the upstairs 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. Children may use the computers if their parent / guardian has signed the Library Internet Use Permission Form.
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 30 minutes after the Library opens to one hour prior to closing.
6. All public computers will be shut down 30 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

1. Any suggestions / complaints should be presented in writing to staff, and they will be dealt with in a timely manner.

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