

Purpose: The Medicine Hat Public Library provides free public access to computers within the library to facilitate the access to electronic resources such as the internet, the library catalogue, and subscription electronic resources. As an additional service, the library also provides free public access to other electronic software the library deems relevant or appropriate. Finally, the library allows the public to bring in personal computers to connect to the internet. The Medicine Hat Public Library expects users to be sensitive to responsible use of technology in a public place.

1. The library anticipates that patrons will have basic computer knowledge, for example, how to use a mouse and simple keyboarding skills. Library staff will assist users and provide personal instruction as time permits.
2. The library will provide basic computer instruction, as well as instruction on searching electronic resources, including the internet, from time to time.
3. The library will not be responsible for any claims, damages or costs arising from the use of personal computers on the network. The library does not guarantee network availability, security or reliability.
4. Using public computers or the network for illegal or criminal purposes, copyright infringement, or to seek access to unauthorized areas is prohibited. Users agree to comply with all applicable municipal, provincial, federal and international laws, rules and regulations.
5. Library staff members have the authority to monitor sites/information accessed on the public computers. Library staff members also have the authority to monitor the use of the network by those using personal computers and other devices.
6. Users are required to abide by the Medicine Hat Library Board's Bylaws governing conduct in the library. Library staff members have the authority to ask users to leave the library if they are disturbing others or being disruptive.
7. Inappropriate behaviour while using any public computer or the network could result in the loss of computer privileges. Inappropriate behaviour includes but is not restricted to:
 - 7.1. Accessing sites or web pages with content inappropriate for viewing in a multi-age user environment;
 - 7.2. Inappropriate language or gestures;
 - 7.3. Disruptive behaviour; and,
 - 7.4. Unacceptable interactions with library staff or the public.

8. Internet access: The internet enables the library to provide information beyond the limits of its own collection. The internet is, however, an unregulated medium and there is little control over its use or content. While it offers a wealth of information, it also enables access to some materials that may be offensive or disturbing to some.
 - 8.1. The library provides unfiltered access to the internet to all library patrons.
 - 8.2. The library is not responsible for the content or quality of information accessed on the internet. Parents, legal guardians, or caregivers are responsible for monitoring internet sites and information accessed by their children. Internet information sources are not always accurate, complete, or current. The library does not take responsibility for the accuracy, timeliness, or appropriateness of information accessed on the internet.
 - 8.3. A maximum of two (2) users may be at any internet or personal computer.
 - 8.4. Internet computers are available in the Adult Fiction Department, the Reference/Adult Non-fiction Department, and in Children's Services. Internet computers in the adult departments are available to users aged thirteen (13) and up. The internet computers in Children's Services are available for users aged twelve (12) and under. Network connection to the internet is available in the Adult Non-fiction Department. Children twelve (12) and under may only use personal equipment on the network if they are accompanied by a parent, legal guardian or caregiver.

Procedures for Accessing Public Computers

1. Internet Computers
 - 1.1. Adult Fiction
 - 1.1.1. Internet computers are express terminals only; they cannot be pre-booked and are available on a first-come, first-served basis.
 - 1.1.2. Time on the computers is limited to fifteen (15) minute slots to a maximum of thirty (30) minutes if there is no person waiting to access the computers.
 - 1.1.3. Users must sign in at the Fiction Desk prior to using the computers and users must provide their correct name *and phone number*.
 - 1.1.4. Children twelve (12) and under may be at the computer if they are at the same computer as their parent, legal guardian, or adult caregiver; however, the parent, legal guardian, or adult caregiver is expected to be the primary user.
 - 1.2. Reference/Adult Non-fiction
 - 1.2.1. Internet computers can be booked for half hour slots up to one (1) week beforehand. Bookings may be made in person at the Reference Desk or by calling 502-8538. Latecomers forfeit the portion of their reserved time slot already used and, after ten (10) minutes, another user may book that time slot.
 - 1.2.2. If there are no bookings, internet computers are available on a first-come, first-served basis.
 - 1.2.3. Users must sign in at the Reference Desk prior to using the computers and users must provide their correct name *and phone number*.

- 1.2.4. Children twelve (12) and under may be at the computer if they are at the same computer as their parent, legal guardian, or adult caregiver; however, the parent, legal guardian, or adult caregiver is expected to be the primary user.
- 1.3. Children's Services
 - 1.3.1. Children should be accompanied during their use of the internet by a parent, legal guardian, or adult caregiver, however, the child is expected to be the primary user.
 - 1.3.2. If a child is not accompanied by a parent, legal guardian, or adult caregiver, their parent or legal guardian must sign an *Internet Access Agreement* form prior to the first time the child uses the internet computer on his/her own. This form is kept on file in Children's Services.
 - 1.3.3. Internet computers can be booked for half hour slots up to one (1) week beforehand. Bookings may be made in person at the Children's Services circulation desk or by calling 502-8526.
 - 1.3.4. If there are no bookings, internet computers are available on a first-come, first-served basis.
 - 1.3.5. Users must sign in at the Children's Services circulation desk prior to using the computers and users must provide their correct name, age and phone number.
 - 1.3.6. Time on the computers is limited to thirty (30) minute slots to a maximum of two consecutive half hour slots (one hour).
2. Library Catalogue Computers:
 - 2.1. Accessible to any library user in any area of the library.
 - 2.2. Intended to provide access to the library catalogue, library subscription databases, and other sites made directly accessible from the catalogue homepage.
 - 2.3. Library staff have the authority to ask users accessing information or sites that are not the primary purpose for the library catalogue computers to move to a public internet computer.
 - 2.4. There is no time limit on use of these computers.
3. Computers in Children's Services with educational games:
 - 3.1. Users must sign in at the Children's Services circulation desk prior to using the computers; users must provide their correct name, age and phone number.
 - 3.2. Time on the computers is limited to thirty (30) minute slots to a maximum of two consecutive half hour slots (one hour).
4. Computers with Word Processing software:
 - 4.1. Computers with word processing are located in the Adult Fiction and Children's Services areas. Computers in the Children's Services area are intended for use by children aged twelve (12) and under.
 - 4.2. Users must sign in prior to using the computers; users must provide their correct name and phone number.
 - 4.3. There is no time limit on use of the computer in the Adult Fiction area. In the Children's Services area there is a limit of one (1) hour for word processing if the next user wants the computer for its adaptive application or two (2) hours maximum for word processing.

5. Microfilm/fiche Scanner computer:
 - 5.1. Located in the Reference Department, this computer is intended for use by people using the Microfilm/fiche scanner and reference CD ROMs. Internet access is provided to allow users to send scanned documents electronically.
 - 5.2. Library staff have the authority to ask users accessing information or sites that are not the primary purpose for this computer to move to a public internet computer.
 - 5.3. There is no time limit on the use of this computer.

6. Network Access with Personal Computers and Devices
 - 6.1. Network Access
 - 6.1.1. Access to the network cannot be pre-booked and is available on a first-come, first-served basis.
 - 6.1.2. Time on the network is limited to sixty (60) minutes even if there is no other person waiting to access the network.
 - 6.1.3. Users must sign in at the Reference Desk prior to connection to the network and users must provide their correct name and phone number.
 - 6.1.4. Users must connect to the network with the Internet cables provided for this use. Users must not attempt to connect wireless devices to the network.
 - 6.1.5. Children twelve (12) and under may connect to the network if they are attended by their parent, legal guardian, or adult caregiver; however, the parent, legal guardian, or adult caregiver takes responsibility as the primary user.