



Hastings Highlands Public Library

Area: Operational
Policy Title: Equitable Access Policy
Policy Number: OP-07A

Initial Policy Approval Date: February 21, 2012
Last Review: September 23, 2015
Year of next review: 2023

In order to ensure that all patrons and staff of Hastings Highlands Public Library have fair and equitable access to the Internet, library staff are empowered to log patrons off, reset systems, or impose time restrictions as needed.

DETAILS:

Effective immediately upon approval of this policy:

- all direct connect or wireless users must sign the use log at the service desk with a start time
- direct connection or wireless access to the Internet may be operated through a password system that can be changed as the administrator is required (more frequently during higher usage to ensure that all users have the opportunity to connect)
- a time restriction has been set for patron usage of **2 hours per day**, unless **pre-authorized** by the CEO or administrator in charge in the CEO's absence. (Pre-authorization will be granted for exams and time sensitive activities - social activities do not qualify.)
- staff may issue 30 minute sessions to all users during peak hours, such as after school
- log offs may be requested of patrons during service repair or maintenance periods
- system resets may be unscheduled based on weather or technical difficulties

IMPLEMENTATION:

- any staff member may act as a system administrator as directed by the CEO
- any patron who repeatedly exceeds their time usage will be restricted from usage for one week. Should restricted usage not encourage compliance with this policy, the board will be consulted and a new ruling shall apply.