

## Carlow/Mayo Public Library

Policy Type: **Operational**

Policy Number: **OP - 07A**

Policy Title: **Equitable Access Policy**

Policy Approval Date: June 2016

Policy Review Date: June 2020

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In order to ensure that all patrons and staff of Carlow/Mayo 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:

- direct connection or wireless access to the Internet may be operated through a password system that can be changed as the administrator requires (more frequently during higher usage to ensure that all users have the opportunity to connect)
- a time restriction can be set for patron usage of **non-consecutive, 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.