

Technology Policy

Objective: To ensure the Library maximizes the use of technology to enrich the learning of area residents and to increase the opportunity for life long learning. To provide Internet and general computer access for staff and patrons via LAN, with adequate connectivity to the Internet and up-to-date software/ hardware. To provide training programs to patrons and staff.

1. Equipment

- 1.1 The Board will maintain a minimum of four public access computer workstations, which are accessible to the physically challenged.
- 1.2 The Board will secure funding for maintaining and upgrading technology, as needed.
- 1.3 The Board will strive to ensure the equipment is protected from public tampering through software/hardware applications.
- 1.4 The CEO will maintain an automated catalogue of the collection. Public access to the catalogue will be provided when possible.
- 1.5 The CEO/Board will keep abreast of library technology trends and investigate applicability to our library.
- 1.6 The CEO/Board will provide equipment for photocopying, scanning, and laminating.

2. Web Site

- 2.1 The CEO will ensure the Library web site is maintained and updated, as needed.
- 2.2 The CEO will ensure the Library web site is age appropriate.

3. Professional Development

- 3.1 The Board/CEO will ensure all staff is provided with instruction in the use of all hardware/software applications used in library operations.
- 3.2 The Board will support training initiatives in the annual budget.
- 3.3 The CEO/Staff will provide training to the public on computer applications and other equipment.

4. Internet Access Policy

- 4.1 The CEO/Board will ensure the Internet Access Policy is implemented and enforced:
Attachment A

Date _____

Signature of Board Chair _____

Attachment A Internet Access Policy

The Bruce Mines and Plummer Additional Union Public Library, with the assistance of the Community Access Program (CAP) provides access to the Internet and other computer applications to fulfill its mission to enriching the intellectual and cultural lives of all the community residents through its resources and services.

- All workstation users must register at the desk, prior to using computers.
- Computers are loaned for 1-hour blocks. This time may be extended, if there is no one waiting for access.
- CHAT sites are prohibited.

1. The Internet is an unregulated, worldwide environment. It contains information and opinions that range in scope from reliable and authoritative, to controversial or extremely offensive. Some information found on the Internet may **NOT** be accurate, complete or current. Users must determine the reliability and accuracy of the information.

2. Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information about user activities. The Library assumes no responsibility for the security and privacy of on-line transactions.

3. All Library users are subject to federal, provincial and municipal legislation regulating Internet use, including provisions of the Criminal Code of Canada. The use of the Internet services for illegal purposes is prohibited.

4. Users of the Internet must respect the legal protection provided by copyright and licensing of programs and data. The Library is not responsible for users infringement violations.

5. The Internet workstations are located in a public place. Users need to be aware that content may be seen by other people, including children. Some content could be offensive or intimidating to other library patrons and staff. Therefore, all patrons are required to refrain from accessing information or images, which could be reasonably considered offensive or hateful.

6. Children under the age of sixteen are required to have an Internet Use form signed by the parent or guardian; Attachment B. As with other library materials, a child's use of the Internet is solely the responsibility of the child's parent or guardian. Parents may refer to the Canadian Library Association website for more information: <http://www.cla.ca/netsafe/netsafe>.

7. Users are not allowed to modify the computer workstations in any manner. Attempting to gain access to files, passwords or data belonging to others will be considered a violation. Online gambling is not permitted by children under the age of 18.

8. Library staff is entrusted with the obligation to ensure that the policies are followed and will apply these policies in a fair, dignified and positive manner for the benefit of **all** patrons. Staff will advise patrons of inappropriate conduct, as required and state consequences of not following the rules, should the unacceptable behaviour continue or be repeated.

9. Violation of the Internet Access Policy is defined as Internet abuse. Any person violating the Library policy may risk suspension of Library privileges, exclusion from the Library, cost-recovery damages and prosecution.

10. This Policy will be reviewed yearly.

Date _____ Signature of Chair _____

Attachment B

Internet Access Consent Form

The Bruce Mines and Plummer Additional Union Public Library, with the assistance of the Community Access Program (CAP) provides access to the Internet and other computer applications to fulfill its mission to enriching the intellectual and cultural lives of all the community residents through its resources, and services.

Children under the age of sixteen are required to have an Internet Use form signed by the parent or guardian. As with other library materials, **a child's use of the Internet is solely the responsibility of the child's parent or guardian.** Parents may refer to the Canadian Library Association web site for more information on safe Internet use at <http://www.cla.ca/netsafe/netsafe>.

The Internet is an unregulated, worldwide environment. It contains information and opinions that range in scope from reliable and authoritative, to controversial or extremely offensive. Some information found on the Internet may **NOT** be accurate, complete or current. The Library is not responsible for censoring access to material, or protecting users from offensive material. The Bruce Mines and Plummer Additional Union Public Library does not assume responsibility for any damages, directly or indirectly, arising from use of the computers or the Internet connection.

Use of the Internet is loaned in 1-hour blocks.

Name of Child _____

Date of Birth _____

Address _____

Phone # _____

By signing this form, you are acknowledging that you have read the Internet Access Policy, and will abide by the rules set forth.

Signature of Child _____

By signing this form, you are acknowledging that you have read the Internet Access Policy, and understand your child's access to the Internet and other electronic networks is your responsibility. Library staff will not be held accountable for your child's actions.

Name of Parent/Guardian _____

Date _____