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| <b>Section</b>     | <b>Use of Technology</b>                              | <b>Section#:</b>      | <b>6.0</b>   |
| <b>Sub-section</b> | <b>Technology policy, planning and administration</b> | <b>Sub-section #:</b> | <b>6.1</b>   |
| <b>Topic</b>       | <b>Technology Policy</b>                              | <b>Policy :</b>       | <b>6.1.1</b> |

## **Policy**

The Selwyn Public Library Board recognizes that up-to-date technology is essential to the provision of modern library services.

The Library Board is committed:

1. To providing Internet and general computer access with adequate connectivity to the Internet and current software and hardware for staff, volunteers and patrons.
2. To assisting staff, volunteers and patrons in the access to and participation in online opportunities that promote lifelong learning.
3. To providing training opportunities for the public, volunteers and staff.

## **Procedures**

### **Section 1: Public Access & Usage**

The use of computer workstations shall be provided free of charge to all. A charge for printing shall be incurred by the user.

The Library has in place procedures and software with the goal of providing a secure browsing environment for users of library equipment; however, the Library cannot accept responsibility for any activity or damage that may occur as a result of an individual's use of library equipment.

Wireless access is provided without restriction or security, and the user assumes all responsibility for any activity or damage that may result while using this service.

The Library shall ensure that adequate software and procedures are in place to protect its equipment. Users may not install any software on library computers, alter, remove or damage existing configurations, software or hardware.

The Library's computers, network and access to the internet are not to be used to:

- a) undertake deliberate activities that waste staff time or networked resources,
- b) introduce any form of malicious software into the network,
- c) visit internet sites that contain obscene, hateful, pornographic or illegal material,
- d) perpetrate any form of fraud, software, film or music piracy,
- e) hack into unauthorized areas, or

- f) send offensive or harassing material to other users.

Parents are expected to assist and supervise young children on the use of computer equipment.

Written parental permission or adult supervision is required for persons 15 years of age and under to access computer workstations with online capability.

## **Section 2: Equipment**

The Library shall maintain sufficient public access computer workstations at each library location to meet public demand, subject to space and budget restrictions.

The Library Board shall establish and fund a replacement schedule which ensures that equipment and software remain consistent with current levels and standards and can adequately meet the needs and expectations of users to access online resources.

The Library shall establish a workstation at each location that incorporates accessibility criteria and features.

The Library will maintain a system of regular maintenance and servicing of equipment to try to avoid unnecessary and continual disruptions to service, however the Library cannot guarantee that all online services will be available at all times.

The Library will ensure procedures are in place to assist with a timely reestablishing of service and recovery of data in the event of a major disaster.

## **Section 3: Website**

The Library's website will be regularly maintained and updated, ensuring that information included is current, accurate and accessible.

Access to the Library's online catalogue, electronic resources and downloadable services shall be available to the public on the Library website.

## **Section 4: Social Media**

The Library will participate in social media resources for the purpose of providing information and creating awareness about Library programs, services and events.

The Library shall operate its social media resources adhering to the Selwyn Public Library Online Media Policy 6.1.2.

## **Section 5: Professional Development**

The Library will ensure all staff are provided with opportunities for instruction in the use of all hardware/software applications used in library operations.

## **Section 6: Technology Planning**

The Library Board will establish a plan for acquiring, servicing, upgrading and replacing electronic networks, equipment and software applications.

Staff shall monitor existing technology, technology potential and future trends to ensure that the Library continues to provide service that reflects current usage by the general public.

### **Related Documents**

Acceptable Use of Equipment, Software & Networks 6.1.2

Selwyn Public Library Online Media Policy 6.1.9

Township of Selwyn Organization Policy – E-Mail, Internet and Computer Use 2.3

|                                |                  |          |         |
|--------------------------------|------------------|----------|---------|
| <b>History:</b>                |                  |          |         |
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