

DEFINITIONS

CLA: Canadian Library Association

Internet: is a global network connecting millions of computers. More than 190 countries are linked into exchanges of data, news and opinions.

Library: Lake of Bays Township Public Library (the Library)

PACs – Public Access Computers

INTRODUCTION

As stated in the Library’s mission statement, ‘Lake of Bays Township Public Library is committed to providing quality services, relevant programs, up-to-date collections, and secure library facilities for individuals and groups in the community’.

The Library’s Technology Policy applies to all types of computer and mobile device usage on the premises of the Library or on the Library network. This includes but is not limited to: public computers, laptops and mobile devices using the Library’s wireless network, laptops and mobile devices on other networks inside the library.

The world of technology is ever changing and new technologies introduced at the Library will adhere to the Technology Policy.

POLICY

Public computer access and wireless access is provided to ensure equitable access to information and online resources. Wireless access complements public computer access and enables library users to access library resources and the Internet with their own wireless enabled equipment.

The Library provides access to the Internet and wireless network to provide patrons with access to information and resources for individual enrichment, self-education, culture and recreation. In keeping with the Library’s Intellectual Freedom Policy and in support of the Canadian Library Association’s Intellectual and Information & Communication Technology statements, the Internet provides access to many resources for different age levels and reflects various points of view. Users should be aware that information might not be accurate, complete, age-appropriate, or current.

The Library's computers and work tables are located in public areas and the computers and the wireless network are shared by Library users of all ages, backgrounds, and sensibilities. Individuals are expected to consider other Library users when accessing the Internet within the Library. Parents and guardians are responsible for the restriction of a child's use of a Library computer, including Internet and wireless access. Library staff are available to assist in finding and evaluating the quality of an Internet site but are not responsible for policing children's use of the technology. Library computers, equipment, facilities and networks may not be used to:

- Access sites or transmit materials that violate any Canadian federal or provincial law such as defamatory, discriminatory, or obscene materials.
- Display overt sexual images.
- Infringement of copyright and other intellectual property rights
- Send fraudulent, harassing, or obscene email messages.
- Violate the privacy of another library user.

The Library also prohibits damaging or modifying the Library's computer equipment, software, or network.

The Internet is not a secure medium and third parties may be able to obtain information about users' activities. Please use caution before providing any personal information over the Internet.

The Library assumes no responsibility for Internet content or damages, directly or indirectly, arising from its website or from its connections to other Internet services.

All users must sign the Internet Usage Log that accompanies this policy to signify they have read and understand the policy and undertake to abide by it. Parents of children under the age of 14 are required to sign a consent form when joining the library.

Anyone not adhering to this agreement or who willfully abuses or damages any computer or software will have their Library privileges suspended and will be legally and financially responsible for damages.

1. WIRELESS

Wireless is password protected. The password is posted on the circulation desk.

Printers are not available on our wireless network. Users requiring printing support are asked to save their file to an external storage device (e.g., USB drive), and then print from one of the Library’s public workstations or the photocopier/printer.

2. DEVICES

a. iPads

Library iPads are currently for use in Library programs and events.

b. eReaders

The Library has three eReaders that can be signed out.

3. PHOTOCOPIER | PRINTING

Staff and public-use computers are all connected to the central photocopier. Print jobs can be sent to the photocopier using any public computer. They cannot be sent from the wireless networks. Print jobs on devices (laptops, iPads, etc.) not connected to the printer may be saved to a USB, plugged into the photocopier, and printed directly from the printer. Printing fees are listed in the [Fee Schedule](#).

Approved: May 30th 2016

Review: May 2020

Signature of the Chairperson _____