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Policy Approval Date: November 9, 2015
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DEFINITIONS

CLA: Canadian Library Association

HPL: Huntsville Public Library

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

Library: Huntsville Public Library

PACs – Public Access Computers

The Hub – Creativity & Exploration Hub

INTRODUCTION

As stated in the Library's mission statement, 'Huntsville 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 @ HPL 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 @ HPL 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 Huntsville Public Library provides access to the Internet and wireless network to provide guests 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 Huntsville Public 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 reminded that the restriction of a child's use of a Library computer, including Internet and wireless access, is their responsibility. Huntsville Public Library's staff are available to assist in finding and evaluating the quality of an Internet site. 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.
- Send fraudulent, harassing, or obscene email messages.
- Violate the privacy of another library user.

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

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. COMPUTER BOOKING SOFTWARE – Cybrarian
   In response to the overwhelming popularity of its computer resources, HPL has purchased Cybrarian print and time management software. This software ensures equitable access to HPL public computers as well as helping the Library more

responsibly manage its resources.   History information (login / logout) is not stored for more than 24 hours.

2. ACCESSIBILITY
There is an accessibility workstation and OPAC with software and hardware that supports the needs of users requiring assisted services.

3. THE CREATIVITY & EXPLORATION HUB
Opened in June 2013, the Creativity and Exploration Hub (the Hub) is available to all active members of the Huntsville Public Library. The objective of the Hub is to provide a space where users of all ages and abilities will have the opportunity to increase their computer knowledge, sills and creativity.
All Library users who sign out any equipment from the Hub are expected to abide by the terms of Huntsville Public Library's Technology @ HPL Policy and other related policies. Procedures are in place stating how the space, equipment and software may be used.

4. WIRELESS
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.

5. DEVICES
    a. iPads
    Library iPads are currently for use in Library programs and events.

    b. eReaders
    HPL has three (3) KOBO eReaders that can be signed out. Each eReader has unique titles that have been downloaded to the actual device.   Titles are listed in the online catalogue: http://catalogue.huntsvillelibrary.ca/

    c. 3D PRINTING
    Print jobs are submitted to and reviewed by HPL. All submitted jobs will be reviewed to provide a cost estimate and to confirm print functionality.

    The 3D printer may print in a public area and may have an Internet-enabled camera that captures images of the items being printed. Still images and/or

video of the printing process may be posted on a public website. Information about the individual ordering the print job will not be disclosed.

Pricing is based on an administrative fee, the cost of materials and print duration and is subject to change. Printing fees are listed in the <u>Fee Schedule: Loan Periods, Holds Rules, Fines and Fees</u>.

- Print jobs are limited to a maximum of 5 hours.
- Printed pieces are presented as is, with no cleaning.
- HPL reserves the right to decline any print job, subject to Library policies.
- 3D Printer Procedures for Users are found on the Virtual Library (huntsvillelibrary.ca/eservices)

6. PHOTOCOPIER | PRINTING
   Staff and public use computers are all connected to the central photocopier.   Print jobs can be sent to the photocopier using CybrarianPrint from can PAC 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 <u>Fee Schedule: Loan Periods, Holds Rules, Fines and Fees</u>.

Related Document
3D Printer Procedures
Accessibility Standard for Customer Service Policy
Borrowing Policy
Canadian Library Association Position Statement on Access to Information and Communication Technology (ICT)
Code of Conduct Policy & Signage
Computer & Internet Use Procedures
Creativity & Exploration Hub Procedures
Fee Schedule: Loan Periods, Holds Rules, Fines and Fees.
Intellectual Freedom Policy
Privacy Policy
Staff Use of Technology Policy
Unattended Children Policy
Video Surveillance Policy

Policy History

3D Printer Terms of Use | 15-88 | October 13, 2015

3D Printer User Agreement | 15-89 | October 13, 2015

Computer and Internet Use Policy | Revised & Adopted May 10, 2000

- Revised & Adopted June 15, 2011

Appendix 1

Canadian Library Association Position Statement on Access to Information and Communication Technology (ICT)

Approved by Executive Council – 18 June 1994; amended – 29 May 2012 and affirmed at CLA AGM – 1 June 2012

Preamble

CLA views the Internet and other publicly available ICT networks as public goods essential to participation in a democratic and information-driven society. Therefore, CLA recognizes that access to ICT is an essential part of the universal access to information that Canadian libraries provide and support.

CLA and its members will co-operate with governments, agencies, industry and other organizations to ensure that these fundamental rights are represented in all policies and laws governing access to and dissemination of information via ICT.

All Canadians have the right to:

1. Universal, Equitable, and Affordable Access to Robust ICT networks

1.1. Access to high-speed ICT networks should be available and affordable to all regardless of factors such as age, religion, ability, gender, sexual orientation, social and political views, national origin, economic status, location and level of information literacy.

1.2. Special efforts should be made to ensure equity of access in rural and remote areas and access to inclusive technologies for people with disabilities.

1.3. A public policy framework should support the development of ICT infrastructure that meets high standards of speed, reliability and universality.

2. Access to Information Literacy

2.1. Everyone should have the opportunity to acquire the necessary skills to find and use information using ICT.

3. Open Access to Information

3.1. Open access to information should be encouraged at all levels of government and in all publicly-funded institutions. This information should be available free of charge with as little restriction on re-use and modification as possible

3.2. Government and public institutions should take responsibility for archiving information in order to preserve collective memory.

4. Freedom of Expression

4.1. Individuals have the right to create, share, exchange, access and receive the widest range of ideas, information and images.

4. 2. Public policy should encourage neutrality of traffic flow on ICT networks, neither privileging nor restricting information based on content or type. Libraries and other knowledge organizations should encourage the development and use of neutral search and retrieval mechanisms.

5. Privacy

5.1. Privacy of personal information on ICT networks should be carefully protected by legislation.

5.2. In all situations, there should be a written statement outlining the purpose for which personal data is collected. The collection of personal information should be limited to that which is necessary for the purposes identified by the organization. Consent should be required for the collection of personal information and the subsequent use or disclosure of this information.

5.3. This data should not be traded or sold without the express written permission of the individual affected. Information about privacy policies and mechanisms should be easily accessible and all changes to these should be made on an "opt-in" basis.

5.4. Individuals should have the right to examine their own personal information collected by government, public bodies and corporations and to have mistakes corrected, both without charge.

Appendix 2

Canadian Library Association / Association canadienne des bibliothèques Position Statement on Intellectual Freedom

Approved by Executive Council ~ June 27, 1974; Amended November 17, 1983; and November 18, 1985

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.