

	POLICY: Use of Library Technology		POLICY NO.: OP – 04
	CATEGORY: Operational	LAST REVIEW/ REVISION DATE: October 2025	SCHEDULED REVIEW DATE: October 2029

1. Purpose

In alignment with our Strategic Plan, King Township Public Library (KTPL) provides equipment, software and access to the public to ensure equitable access to online information and resources. The purpose of this policy is to set out the scope, definitions, responsibilities and acceptable use of Library Technology (LT) at the Library.

2. Scope

The policy applies to all users, regardless of Library membership status, who access Library Technology (LT). LT includes the equipment, software and access provided by KTPL to users. The policy is administered by the Chief Executive Officer or their designate and should be read in conjunction with all other applicable KTPL policies, guidelines and standards.

3. Definitions

Equipment: any computer, laptop, tablet or printer that connects to software, platforms or networks owned, licensed or contracted by KTPL.

Software: any application, platform or operating system owned, licensed or contracted by KTPL.

Access: the electronic path used to gain entry to networks, platforms and subscription databases.

4. Underlying Principles and User Responsibilities

- a. The internet functions in an unregulated, global environment and provides access to a wide variety of resources over which KTPL has no control. The provision of access does not imply that KTPL endorses the content or point of view of any of the information which may be found on the internet, nor does it mean KTPL is responsible for the accuracy of the information available on the internet. It is the responsibility of the user to verify the authenticity and/or reliability of the information accessed.
- b. KTPL assumes responsibility only for the information provided on its own website and is not responsible for links or secondary links from its website.



- c. The internet is not a secure medium. Users are responsible for their online security and for protecting their personal information while using KTPL's LT.
- d. KTPL does not use filtering software. Parents and legal guardians are responsible for monitoring and limiting the use of LT by their children, defined as ages 0-18. While KTPL does not filter or restrict content, all use of public internet services must comply with the Library's Code of Conduct, which prohibits the viewing or display of content that is inappropriate, harassing, or disruptive to others in a shared public environment.
- e. User-created files must not be saved on KTPL's equipment. Files that are saved will be removed. Users may store files on personal removable storage media. KTPL is not responsible for lost work or files.
- f. Upon request, KTPL employees may offer assistance with a user's personal device; however, they are not responsible for any damage, malfunction or configuration changes to the device. Staff may decline to provide assistance in situations that could expose private or sensitive information, or when the request exceeds their professional expertise.
- g. Accessible options will be made available for people with disabilities.

5. Acceptable Use

To ensure equitable access to LT, KTPL sets Acceptable Use rules and reserves the right to modify these rules when required. An Acceptable Use statement must be acknowledged by users when accessing KTPL internet. Users who violate the rules may have their library privileges suspended.

The rules for acceptable use are:

- a. LT are shared resources. KTPL reserves the right to set time limits or ask users to limit their time on the public computers and other Library-owned devices.
- b. Use of LT should not disturb others. KTPL's Code of Conduct must be followed.
- c. Libraries are shared, public spaces. Users should be mindful that their screens may be visible to others and are expected to be considerate of what they choose to view in a public setting.
- d. While KTPL respects an individual's right to avoid certain content for personal reasons, it cannot extend that preference to limit or restrict the lawful access to content of others.
- e. Users are subject to federal, provincial and municipal legislation regulating computer and internet use. Illegal use will be reported to the police.



- f. Users may not violate or circumvent copyright and other intellectual property rights. KTPL will promote fair use copyright principles and will advise users of their legal responsibilities regarding these.
- g. Users must not alter LT in any way. Installation of software, viruses or other programs is prohibited.

Related Documents:

OP – 01: Circulation

OP – 02: Privacy, Access to Information and Electronic Messaging

OP – 12: Code of Conduct

OP – 13: Accessibility

FN - 01 - Vision Statement

FN - 02 - Mission Statement

FN - 03 - Statement of Values

FN - 04 - Intellectual Freedom

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