

GRAND VALLEY PUBLIC LIBRARY POLICY TECHNOLOGY PLANNING & POLICIES

Date of Review: May 12, 2014 Motion #__6__

Chairperson's Signature: _____

VISION

In the year 2014, Grand Valley Public Library is the dynamic center of information access for the people of Grand Valley and area. The Library is the first source that people consider for answers to the questions that affect their everyday lives; they view it as an extension of their personal knowledge and memory. The Library is a place where individuals, families, and organizations go to explore the world of knowledge and the record of culture. Increasingly, people no longer need to go to a building. The Library continues to move beyond walls. Information services and reference resources are electronically linked and available to people in their homes and businesses anywhere in the country. People view the Library as THE agency that gives them the most value for their money where information access is concerned. The Library's vision is to provide access to information and resources through the purchase of equipment and software and other technological devices that will give citizens a leading edge in today's technologically advanced environment.

1.0 Telecommunications

The Library currently has:

- ADSL line with a 3 mg half duplex hub
- Local Area Network of fourteen computers that are networked through a central hub (nine public access computers are outsourced for updates and maintenance - Useful)
- fourteen computers that print to the work room printer
- interlibrary loan computer, support staff and CEO's computer that will print to the three in one printer in CEO's office and the work room printer
- microform reader/printer that prints to the printer in work room
- wireless access point x 2 (Public)
- All staff have access to email. The CEO and senior staff have their own email addresses.
- Internet connection through Primus at 3mb
- Virus software (Symantec)
- Wii system for programming
- Xbox Connect for programming
- two AWE Early Literacy Workstations for young children(not connected to the Internet)
- FAX service
- Website www.grandvalley.org
- Firewall ASA 5505 (Cisco)
- Cisco 3560 Multilayer Switch (GIG)
- Accessible Computer Work Station

Action Plan:

For future consideration:

- Upgrade systems and connectivity when possible.
- Research and recommend new technologies for inclusion in the library operating systems.
- Use technology as a part of collection. (i.e. Gaming)Purchase e-audio books, e-books, e-music, e-movies,

2.0 Hardware and Software

It is important to keep equipment up-to-date and software licenses renewed annually. The Library operating budget includes funds for annual upgrades to equipment and for software license renewals. The Library also budgets for IT support to keep the equipment and network operating at maximum performance.

The Library currently has:

Hardware: (for detailed list of equipment and purchase dates see Appendix)

- Eight public access computers with access to Word processing, spreadsheets, email and the internet
- Accessible Computer Workstation with scanner
- Two children`s early literacy workstations (no internet access)
- Front desk computer for check in and check out
- Front desk computer for check in and check out and interlibrary loan
- CEO computer in office
- Two support staff computers in work room
- Kobo, Kobo Touch, Blackberry Playbook, 2 Ipad minis
- LCD projector
- Digital Microform reader/printer (purchased 2014)
- Two printers (Kyocera, HP Officejet Pro (4 in one)
- Slip Printer
- Canon Powershot digital camera
- TV
- DVD/VHS player
- 4 Barcode Scanners – located at front desk and workroom
- Wii + games
- Xbox Connect + games
- Scanner at front desk
- Latitude 2120 Notebook
- Software/Licensing :
 - Symantec anti-virus software
 - QuickBooks (Intuit)
 - Microsoft Office 2007 (10 user license) – available on staff work stations
 - AWE (children`s computers, updated 2014)
 - Integrated Library System – Koha on server in Toronto through Equinox – part of the Saugeen Library Consortium (Annual Support Fee)

- Useful Annual support fee for public access computers
- Adobe Dreamweaver
- Website hosting
- App annual fee

Action Plan:

- Include funds in the operating budget for upgrades to hardware and for software license renewals.
- Include in the budget the cost for replacement backup drives and UPS annually.

3.0 Adaptive Technology

People with disabilities should be able to move around from place to place without facing barriers that people without disabilities would not face. Under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and its standards the public sector is required to address accessibility issues within their facilities. Adaptive technology is one way of addressing accessibility issues in the Library for computers. Some devices that will aid in access are:

- Larger monitors or magnification devices
 - Voice-activated services, such as screen readers
 - Assistive listening devices
 - Raised keyboards
 - Wheelchair accessible desk
- Currently the library has a workstation dedicated to adaptive technology. The computer is an Acer AM3970-ER30P with the following hardware:
 - Zoom Text large print keyboard
 - Infogrip trackball
 - Logitech USB headphones
 - Epson v300 photo scanner
 - Acer V243H monitor
 - Logitech digital speakers
 - Height Adjustable desk

And Software:

- Zoomtext 10
- Read&Write 10 Gold
- JAWS 13
- FSReader 2.0
- Dragon Naturally Speaking 11.5
- Mindview 4.0
- ABBYY Fine Reader 6.0 Sprint

Action Plan:

- Include in operating budget the cost of maintaining this workstation and providing current releases of software.

4.0 Electronic Information and Reference Services

The amount of information available electronically is increasing rapidly and so is public demand. The principle of free basic access to electronic services is used to determine which services the library will provide. As more technology-based services are offered, the demand from users will increase, as will a corresponding load on internet bandwidth. An important element of success is to publicize the library's electronic services. Regular updates to the library's web page, good signage and documentation will ensure continued use of the library's electronic services. The Library has all the electronic databases accessible from the website and pamphlets have been made available promoting the databases in library and at the local schools.

The Library currently provides access to the following electronic resources:

Electronic Databases.



A to Z Maps Online Wonderful site for every kind of map needed for school



A to Z World Culture Culture, Lifecycles, Customs, Food, Language, Folklore, Map



A to Z World Travel Travel the world from the comfort of your home



Ancestry.ca Search for your ancestors through this site in library only



AudioBookCloud

Audio Book Cloud

Online listening for everyone all on one site! For Free



Canada's Information Resource Centre

Canadian Almanac information



Canadian Points of View

Great for writing essays, debates and other papers



Career Cruising

Discover your Strengths, Build Your Resume, Find your Career



Chilton's Auto Manuals

Full printable online instruction and recall information.



CNIB Library

Reading for Canadians with print disabilities



Consumer Health Everyday health questions answered



Dufferin County Museum One of the finest community museums in Ontario



Fantastic Fiction Useful website for books in series and author info



Forest of Reading Selection Links to all the books in the Forest of Reading Program



Freegal Downloadable Music 3 Free Music Downloads each week with your library card



Gale Thomson Databases Amazing up to date databases for help with research



Global Road Warrior

Excellent resource for statistics & great maps on all countries

**THE
GRAND VALLEY
TIMES**

Grand Valley Times

Local news, businesses and events, in Grand Valley, ON



**When you don't know
where to turn.™**

Information 211

Website to help find services in your Ontario area



Internet Movie Data Base

Find all the details of the newest and older movies here!



Mango Languages

Interactive learning of all major world languages



Novelist

Readers advisory tool for fiction advocates



Your future starts here

Ontario Colleges .CA

A direct link to Ontario Colleges and applications



OVERDRIVE

Downloadable EBooks for your KOBO and other readers



Small Engine Repair

Do-it-Yourself? Here are some great pages to help!!



Tumble Book Cloud on-line

Online talking books great for book reports and reading



Tumble Book Cloud JR

Online reading for Elementary Students! Free books Online



World Book Encyclopedia

Online access to World Book and Student Encyclopedia



Canada's Information Resource Centre

Canadian Almanac information



Catalogue Search

Search here for a detailed list of books and graphic novels.



Find Us on Facebook

A link to the GVPL Facebook page and Facebook



GALE Databases: Homework

Online Gale databases for all types of projects & research.



Teen Health and Wellness

Get answers to all the questions



Canada Day Challenge Contest for kids involving writing, reading and drawing



Catalogue: Children's Books Search the Grand Valley Library for books for kids!



Gale Kids Info Bits Kids Info Bits is an excellent online project helper.



Novelist Search for similar books you like by author or title

Search



Pebble Go Choose from Animals or Earth & Space for exciting exploring.



TD Summer Reading

Themes for the 2013 Summer reading program and games



Tumble Book Library

Read-a-long books online FREE through the library website.



TVO KIDS website

Canada's #1 Website for children.

5.0 Government Services

There is a growing trend to deliver government services via the library. Government forms and services are available over the internet and users frequently need assistance from staff to access the information. Many government publications are in .pdf format and require the installation of Adobe Acrobat Reader or Flash Player on public workstations. The Library has both of these applications on its public access computers.

Action Plan:

- Improve links to government websites and documents from the Library website.
- Increase awareness of these services through marketing and advertising.

6.0 Access to remote collections

It is important to provide access to other library catalogues through services such as the province's inter-library loan system or via the Internet to Z39.50 compliant catalogues. The Library provides inter-library loan service through the Southern Ontario Library Service and has a dedicated computer at the front desk for this service. The Library is Z39.50 compliant providing other libraries with access to Grand Valley Public Library's database for the purposes of interlibrary loan and remote access from our website.

7.0 **System Support and Training**

The growing dependence on technology to deliver services increases the demand for reliable, secure systems and the need to provide support for the library's technology. As technology services grow, support and service become more specialized, requiring different skill sets.

System Support

The Library contracts out for its IT support for the following:

Hardware

- Installation, maintenance and repair of PCs, networks and printing
- Installation and maintenance of peripherals such as scanner and printer.
- System administration: backups, printer control
- Operating system – Windows
- Troubleshooting equipment for connectivity

Software

- Installation
- Upgrades and bug fixes
- Backups
- Troubleshooting
- Integrated library system support

Network

- Adding and maintaining users
- Connectivity
- Security: firewalls and virus protection
- Email
- Troubleshooting

Action Plan:

Secure funds in budget for IT support.

Security

The Library has provided measures to protect computer equipment, networks, applications and data from theft, corruption and unauthorized access through the use of a firewall, virus protection and regular backups of data.

Website

The World Wide Web is an essential channel through which an organization delivers services, publicizes its presence, and interacts with its community. A dynamic, well-planned and up-to-date web presence extends the library's reach in the community, offers additional services, and may be the primary form of access to the library for those with restricted mobility.

The library provides a well-designed web site that gives a summary of information about the library, its services, policies, and provides direct access to those resources. The Library home page provides a link to the library catalogue, to licensed commercial databases, and links to local and provincial resources.

The Library catalogue is available at all times on the library's web site, except posted scheduled maintenance periods and unexpected downtime. Web site visitors can check the catalogue. Members can check the catalogue, their membership record, renew loans, place holds, reserve materials, and download electronic materials.

The Library has up-to-date information about Library collections such as lists of new fiction, DVDs, etc.

The Library website provides access to electronic resources which are listed in this document under electronic resources. The Library actively promotes these electronic resources through the website and pamphlets.

Through the website, visitors can email staff for information, renewal of material or any general inquiries. The staff respond to emails the same business day.

The Library website includes specific sections geared to children and teens.

The World Wide Web and the Internet are in a continual state of evolution. Mobile technologies, expand the potential for using technology to deliver services and communicate with library users and the wider community. The Library has a Facebook page to enhance relationships with library users and the community. Currently the Library budgets two hours a week for web maintenance.

The Library has a free mobile app for patrons to use on their mobile devices.

Action Plan:

- Budget more staff hours for webpage maintenance.
- Develop a promotional strategy for new Website.
- Properly train staff members on how to modify website in Dreamweaver.

Staff Training

Training is a vital part of delivering technology services effectively in the library. The Library takes advantage of workshops and webinars provided by the Southern Ontario Library Service and the Ontario Library Association. The Library staff are trained in the following skills:

- email, interlibrary loan
- downloading of government forms,
- accessing online databases and using them effectively,
- use of microfilm/fiche reader/printer,
- use of LCD projector and laptop,
- downloading of eBooks from Ebsco and Overdrive to e-readers and other devices,
- word processing,
- basic troubleshooting skills; fixing and resetting PCs, printers, troubleshooting on public access workstations

Public Training

The Library offers formal training on searching the Internet and electronic resources, basic word processing and email. The staff provide this service for a nominal fee. When possible the Library engages volunteers to work with the public in providing basic computer skills.

Action Plan:

- Include staff time for training the public in basic computer skills.
- Provide routine scheduled training sessions with staff to ensure they are aware of emerging technologies.

8.0 Internet Policies

The Library has established Acceptable Use Policies and practices and practices due diligence in the delivery of Internet services to the public. Internet access and use guidelines are a part of this document.

9.0 Performance Indicators and Statistics

The purpose of evaluation is to encourage continued and new participation in the library's technology and to provide continuous improvement in services provided.

Measures of Electronic Resources

1. Number of people served. (Useful stats)
2. Number of people receiving training in computer use.
3. Satisfaction with service provided (Surveys)
4. Number of Internet Workstations per capita. (1 for every 303 residents in East Luther Grand Valley, 1 for every 444 residents in the catchment area)
5. Number of people accessing the Library website
6. Number of people accessing online resources (In library and remote use).
7. Website access using Google analytics.
8. SOLS reports to track eResources usage
9. Useful's administration panel to track Public Access Computer Usage.

Action Plan:

The Library also makes use of their ILS to collect statistics to facilitate various aspects of Library planning. These statistics are used for collection development, hours of operation, staffing and the completion of the Annual Survey of Public Libraries.

The Technology Plan will be reviewed and updated every year.

The CEO will regularly monitor the services and make any recommendations for change throughout the year.

10. **Business Continuity and Disaster plan** **Introduction**

The Grand Valley Public Library depends significantly on Information Technology Services as the Library service provider for computer-supported information processing, internal networks, telecommunications, and technology support for staff and the public.

The increasing dependency on computers, networks, and telecommunications for operational support poses the risk that a lengthy loss of these capabilities could seriously affect the overall performance of the Grand Valley Public Library. The loss of major functions could have a major impact on the Library.

The purpose of the plan is to define procedures for a contingency plan for recovery from disruption of telecommunications, computer and/or network services. Special attention and emphasis is given to an orderly recovery and resumption of those operations that concern the critical business of running the Library. Consideration is given to recovery within a reasonable time and within cost constraints. The plan provides guidelines for ensuring that needed personnel and resources are available for both disaster preparation and response and that the proper steps will be carried out to permit the timely restoration of services.

Therefore, the goals of the Disaster Plan are to:

- Continue critical business operations;
- Minimize the duration of a serious disruption to business operations and resources;
- Minimize immediate damage and losses;
- Identify critical lines of business and supporting functions;
- Ensured organizational stability;
- Ensured orderly recovery.

General Preventative Activities

Certain preparations have been made in advance to facilitate recovery from a disaster, which destroys all or part of the services that Information Technology provides. This document describes what has been done for a quick and orderly restoration of the facilities and services that Information Technology Services operates. The following list is the general procedures for Disaster Preparedness.

- Maintaining and updating the Business Continuity and Disaster Plan.
- Ensuring that all Information Technology Services personnel are aware of their responsibilities in case of a disaster.
- Ensuring that UPS systems are functioning properly and that they are checked periodically (At least once a year).
- Ensuring that proper temperatures/humidity levels are maintained in the equipment areas.
- Ensuring that periodic scheduled rotation of backup media is being followed for the off-site storage facilities.

Contingencies

General situations that can interrupt or destroy computer, network, or telecommunication services usually occur under the following major categories:

Environmental Failures

- Air Conditioning Interruption
- Electrical Interruption
- Fire Interruption
- Weather Interruption
- Flooding Interruption
- Data Stream Interruption

Hardware/Software Failures

- Hardware Malfunction
- Software Malfunction

Application Failures

- Sabotage
- Application System Malfunction
- Computing Infrastructure Interruption
- Software/Hardware incompatibility issues

There are different levels of severity of these contingencies necessitating different strategies and different types and levels of recovery. This plan covers strategies for:

- Partial Recovery - operating with a degraded level of service
- Full Recovery - operating at current sites with full restoration of services

Off-Site Storage

- Off-Site Storage is necessary for the required recovery of programs, files, and data.

Backups

- Currently the CEO's computer is the only system being backed up. This computer holds the most relevant files. (Financial and other Board documents) These files are backed up on a regular basis.

➤ Action Plan

In order to store the backup offsite the Library needs to purchase an additional external hard drive or explore using the "Cloud" to store and backup files.

Uninterrupted Power Supply

- The Library currently has four UPS that provide thirty minutes of uninterrupted power.

➤ **Action Plan**

UPS should be replaced every year. Provide for cost of UPS replacement in budget. When replacing UPS the replacement should be a 2,200amp, 120v unit to provide a 30 minute (minimum) uninterrupted power supply.

Security

- As it relates to information, security involves protection from damage or attack, being stable, reliable, and free of failure. Another way to think of it is a guarantee. Securing information is guaranteeing its confidentiality (levels of privacy), integrity (being complete and true), and availability (being accessible).
- All information will be secured physically and electronically, all users of information will be individually identified, all applications and systems will be password protected, and all access authority requests will be documented.
- All systems will have security products installed to protect against unauthorized entry. (Firewall) All systems will be protected by passwords, especially those permitting updates to data. All users will be required to change their passwords on a regular basis. All security systems should log invalid attempts to access data, and security administrators should review these logs on a regular basis.
 - Action Plan
Ensure that security measures are being enforced and educate users and staff on proper security protocols.

Update and Maintenance of the Plan

It is inevitable in the changing environment of the computer and telecommunication industry that this disaster recovery plan will become outdated and unusable unless it is kept up to date. Changes that will likely affect the plan fall into several categories:

- Hardware changes
- Software changes
- Facility changes
- Procedural changes
- Personnel changes

As changes occur in any of the areas mentioned above, the CEO and Board will determine if changes to the plan are necessary. This decision will require that they will be familiar with the plan in some detail. A document referencing common changes that will require plan maintenance will be made available and updated when required.

The following lists some of the types of changes that may require revisions to the disaster recovery plan. Any change that can potentially affect whether the plan can be used to successfully restore the operations of the department's computer, network, and telecommunications systems should be reflected in the plan.

Hardware

- Additions, deletions, or upgrades to hardware platforms.

Software

- Additions, deletions, or upgrades to system software.
- Changes to system configuration.
- Changes to applications software affected by the plan.

Facilities

- Changes that affect the availability/usability of the Alternate Site location.

Personnel

- Changes to personnel identified by position in the plan.

Procedural

- Changes to off-site backup procedures, locations, etc.
- Changes to application backups.
- Changes to vendor lists maintained for acquisition and support purposes.

Emergency Procedures

In case an incident has happened or is imminent that will drastically disrupt operations, the following minimum steps should be taken to reduce and/or limit the extent of the damage.

Power Interruption

- Municipal power generated backup will kick in. (Not yet implemented)
- If the computers and other equipment have not automatically powered down, initiate procedures to orderly shut-down systems when possible.
- If power remains out for more than two hours then close the Library.

Service Interruption/Disaster

IT: is responsible for detailed systems analysis; establishment of improved applications development of methodologies and tools; end-user applications; switches and router management; Network infrastructure; Windows operating system and packaged applications support.

A primary goal of the recovery process is to restore all computer operations without the loss of any data. It is important that IT be contacted immediately to set about the task of protecting and salvaging any stored data.

Systems and Platform Administration:

The recovery strategy is to restore the Library's data center's computer processing capability and to recover computer support services. The CEO and IT determines Hardware/Software requirements for the recovery processing. The planned recovery hardware is kept current and reviewed periodically by the CEO and IT as is the configuration, support, and application software.

Degraded Computer, Network, and/or Telecommunication Services at Central Sites

- Evaluate the extent of the damage, and if only degraded service can be obtained, determine how long it will be before full service can be restored.
- Replace/Repair hardware/software as needed to restore service to at least a degraded service.
- Perform system installation as needed to restore services. If backup files are needed and are not available from the on-site backup files, they will be transferred from the off-site storage.
- Work with the various vendors, as needed, to ensure support in restoring full service.
- Keep Board and patrons informed of status, progress, and problems.

Activation of the Disaster Recovery Plan

This plan will be invoked upon the occurrence of an incident. The senior staff member on site at the time of the incident or the first on site following an incident will contact the CEO, a Board member or IT.

If the situation allows, attention will be focused on shutting down systems and disconnecting power to those systems. Once an incident that is covered by this plan has been declared, the plan, duties, and responsibilities will remain in effect until the incident is resolved and the proper authorities are notified. Invoking this plan implies that a recovery operation has begun and will continue with top priority until computer, network, and/or telephone support to the Library has been re-established.

This disaster recovery plan will be invoked under one of the following circumstances:

- An incident which has disabled or will disable, partially or completely the central computing facilities, communications network, and/or telecommunications for a period of more than 2 hours.
- An incident which has impaired the use of computers, networks, telecommunications managed by Information Technology Services due to circumstances which fail beyond the normal processing of day-to-day operations.

IT: Responsible for the overall recovery progress and makes decisions as necessary for the timely execution of the Disaster Plan. The CEO provides liaison with the Board and for reporting the status of the recovery operation.

Responsibilities include:

- Determining the extent and seriousness of the disaster, notifying the CEO immediately and keeping them informed of the activities and recovery progress.
- Supervising the recovery activities.
- Coordinating with the CEO on priorities for patrons while going from partial to full recovery.
- Keeping patrons informed of the recovery activities.

During business hours, after hours, holidays and weekends:

- CEO Work 519-928-5622
- IT 416-433-8861

GRAND VALLEY PUBLIC LIBRARY POLICY INTERNET ACCESS USE AND GUIDELINES

Nature and Purpose of these Guidelines : The purpose of this document is to define the nature, limitations and restrictions of our Internet service. It is not intended to be a promotional tool. These guidelines will be published as a brochure available for users to pick up at the library. In addition, copies will be distributed when new customers register for a patron card.

INTERNET ACCESS AND USE GUIDELINES

Service Philosophy

Internet access is provided at Grand Valley Public Library in keeping with the Library's mission to be : "The Foundation of the Community Providing Social and Educational Resources". The Library considers Internet resources as an extension of our material collections for library users. The Internet is one of the richest information resources available to our customers.

Internet Access Policy

While recognizing that the Internet provides access to a vast array of tools and resources for different age levels and points of view, Grand Valley Public Library does not act in place of or in absence of a parent and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of this resource.

-Approved by the Grand Valley Public Library Board May 2011

Library Responsibilities

The Library and its staff will :

- Use reasonable efforts to ensure compliance with Internet use guidelines and procedures.
- Make users aware of our Internet access and use policies and guidelines through signage and brochures.
- Take reasonable measures to ensure the privacy and confidentiality of Internet users.
- Make all workstations available to all members of the public regardless of age.
- Provide staff assistance to library Internet users whenever time and knowledge permits.
- Develop web pages and brochures to assist users in navigating the Internet.
- Offer introductory training sessions to the Internet for a fee as resources permit.
- Inspect and report suspected illegal sites.

Given the nature of the Internet :

- The library assumes responsibility only for the information provided on its web pages.
- The library cannot control the availability of information links that often change rapidly.
- Grand Valley Public Library assumes no responsibility for any direct or indirect damages arising from the use of its connection to the Internet services.

Customer Responsibilities

All users of the Internet are expected to use this resource in a responsible manner and comply with these Internet access and user guidelines:

- Not all Internet sources provide accurate, complete, age appropriate or current information. It is the user's responsibility to question the validity of any information.
- All members of the public, regardless of age may use any of the public workstations.
- Parents or guardians are responsible for monitoring their children's Internet activity and choice of workstation. Filtering software does not replace the need for parental guidance. Children 12 to 15 require a parent/guardian signature to use the internet workstation unsupervised. Children 11 and under must be accompanied by a parent/guardian.
- Be aware that the workstations are in public areas shared by people of all ages and sensibilities. Each user is ultimately responsible for the selection of sites and should be aware that other library users may be involuntarily exposed to what is displayed.
- Respect the privacy of others using public access workstations.
- Use is limited to 30 minutes if others are waiting to use an Internet Workstation.
- Unless participating in a library tutorial, no more than two people are permitted at an Internet workstation at one time.
- Where permitted by copyright, users may print their information at the posted rate.

The following activities are prohibited :

- Use of workstations for illegal, actionable or criminal purposes or to seek access to unauthorized areas.
- Use of workstations for sending, receiving, displaying text/graphics which are illegal or may reasonably be construed as obscene or offensive.
- Infringement of copyright and other intellectual property rights.
- Subverting or attempting to subvert any security devices in either software or hardware format which the library has installed on its Internet workstations.
- Installing or attempting to install viruses or other programs designed to damage or alter software on the workstations, the local area network or the Internet, or seeking unauthorized access to any computer system.
- Sending unsolicited commercial material or spamming.
- Misrepresenting oneself as another user.
- Attempting to modify or gain access to files, passwords or data belonging to others.
- Vandalism or theft of library property.

Consequences of Violating Internet Access and Use Guidelines

Users in violation of the library's Internet access and use guidelines will have their Internet privileges revoked. Repeated violations will result in removal from the library.

Misuse or abuse of computers or programs is not acceptable. Offenders will be required to leave the library.

NO inappropriate, unsuitable materials are allowed to be viewed or accessed, this will result in suspension or ban from using the internet. (ie. Pornography, Hate Literature)

Use of the internet for illegal or criminal purposes is prohibited

INTERNET USE

Nature and Purpose of this Document: This information is printed on signs posted near every public workstation. The intent is to summarize the most important points in our Internet Access and Use.

Rules for Internet Use

- **No more than 2 people at one computer station at a time.**
- **A Parent or Guardian must supervise a child under 12 while on the workstations.**
- **Children between the ages of 12-15 MUST have a parent or guardian sign the User Agreement to use the internet without supervision.**
- **Time duration on the workstations is limited to 30 minutes if there are others waiting.**
- **Each patron is allowed an equal time allotment, however those working on specific projects for work or school will be allowed time as needed.**
- **NO inappropriate, unsuitable materials are allowed to be viewed or accessed, this will result in suspension or ban from using the internet. (ie. Pornography, Hate Literature)**
- **Use of the internet for illegal or criminal purposes is prohibited.**

While recognizing that the Internet provides access to a vast array of tools and resources for different age levels and points of view, Grand Valley Public Library does not act in place of or in absence of a parent and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor’s use of this resource.

-Approved by Grand Valley Public Library Board September 2010

User Name: _____ Date of Birth: _____

User Name: _____ Date of Birth: _____

User Name: _____ Date if Birth: _____

Name of Parent/Guardian _____ Membership #: _____

Telephone # _____

Please Note : Children 12 to 15 need a parent/guardian signature to use the internet workstation unsupervised. Children 11 and under must be accompanied by a parent/guardian.

Signature: _____ Date: _____

Library Staff Signature: _____ Date: _____

| Computer Equipment and Software Inventory DATE: May 2014 | | | |
|--|-----------------------------------|---|---|
| Computer Name | Location | Computer Information | Date Purchased/Cost |
| Userful | 6 Public Access in reference area | 6 Useful Desktop System. 1 Useful HP computer 6 Keyboards, 6 mice, 6 USB external | June 2012 \$1,350 Replaced box and keyboards, and USB ports |
| Userful | Young Adult area | Update box 2012. Two new keyboards and USB external ports. | Updated with new box September 2012 \$940.16 |
| Two Flat Panel Screens | Young Adult area | Flat panel Screens | March 2009 \$479.18 |
| Seven Flat Panel Screens | Reference Area | Seven Flat Panel Screens | November 2008 \$1,732.29 |
| UPS - Uninterrupted Power Supply | Public Access and YA Area | APC-AP Backups PRO BR 1500G Upgraded September 2012 | Sept. 2012 \$463.28 |
| Accessibility Computer | Reference Area | Acer AM3970-ER30P Hardware: Zoom Text large print keyboard, Infogrip trackball, Logitech USB headphones, Epson v300 photo scanner, Acer V243H monitor, Logitech digital speakers, Height Adjustable desk Software: Zoomtext 10, Read&Write 10 Gold, JAWS 13, FSReader 2.0, Dragon Naturally Speaking 11.5, Mindview 4.0, ABBYY Fine Reader 6.0 Sprint | July 2012 \$7,100 |
| Cisco | Reference Area | WRT310N Wireless Router | 2011 |
| Dell | CEO Office | Gateway computer and monitor | 2012 \$1,251.80 |
| Dell | CEO Office | Latitude 2012 Netbook | Grant 2012 |
| Dell | Front Desk | Gateway ZX6900-01C all in one Product Key :7TY3K-J3G32-T27TM-YW3M3-8YBQ4 | July 2010 \$1,251.80 |
| Dell | Front Desk(ILLO) | Gateway ZX6900-01C all in one Product Key :P39PY-RHP38-VPDQ9-4JW6H-F6VDR | July 2010 \$1,251.80 |
| Cisco | Storage Room | Cisco Wc-3750g-24t-e v10 Switch | |
| Early Literacy Workstations | Reference Area | Early Literacy Workstations Upgraded to 17" Touchscreens and new | Upgraded 2013 Hardware and software |

| | | | |
|------------------------------------|------------------|---|--|
| AWE (two) | | hardware and software, 2011.. | \$1,500 Upgraded Software and licensing 2014 \$1,400 |
| LCD Projector | | Hitachi CP-X275 LCD projector | January, 2004 \$2,699.00 |
| DVD Resurfacer | Work Room | VMI 2500 | 2013 \$700 |
| XBox Connect | Work Room | XBox Connect | Won at conference Value ca. \$200 |
| Wii | Program room | Nintendo Wii Entertainment System | 2009 \$400 |
| Microform Reader | Workroom | UScan Plus Digital Microform Scanner | January, 2014 \$10,700 (grant) |
| Printer | Workroom | Kyocera Laser Printer GSS Business Solutions | January, 2006 \$1,100 (Grant) |
| Cisco | Workroom | 827 Wireless Router | September 2011 |
| Acer | Workroom | Acer Aspire 5349-2164 Laptop | Feb. 2012 \$400 |
| Acer | Workroom | Acer AX3990-EES10P Desktop Computer | Feb. 2012 \$550 |
| E-Readers | | Kobo Original, Kobo Touch, Blackberry Playbook, 2 Ipad minis (\$800) | Feb. 2012 \$700 |
| Daisy Book on CD Player | Front Desk | Daisy Reader | Provided by CNIB |
| Slip Printer | Front Desk | Epson Receipt Printer TM-T88IV-101 | January, 2008 \$402.66 |
| Scanner | Front Desk | From Voyager Carr McLean Laser barcode scanner (3) | November, 2006 \$425.03 Sept. 2010 - 3 laser barcode scanners \$420.36 |
| Digital Photocopier | Workroom | Photocopier (Ricoh) | 2013 \$6.500 |
| Digital Camera | CEO's Office | Canon Powershot | February, 2006 \$581.00 |
| Flat Screen Television | McGinnis Room | Sanyo 27" Television | August, 2005 \$341.00 (donated) |
| DVD-VHS Player | McGinnis Room | Magnasonic | 2005 \$100.00 (donated) |
| Printer | CEO's Office | HP Officejet Pro 8600 | Jan. 2012 |

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|-------------------------|------------|---|----------------------|
| Scanner | Front Desk | Scanner | |
| SOFTWARE | | | |
| Microsoft Office | | Microsoft Office Professional Plus 10 Use Licenses | 2007 \$1,063.01 |
| Symantec | | Virus Software / Annual cost | May 2011 \$225.75 |
| Dreamweaver | | Open License for Website | 2012 |
| Adobe | | License to allow public to fill out survey online | August 2012 \$350 |

Attached:
The 2014 Emergent Technologies Report (CVS Midwest Tape)
It's Gutenberg Time by Douglas Atkinson