



## INTERNET USE POLICY

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- Internet use may be limited to thirty minutes, if other patrons are waiting to use the station.
- All public computers are filtered in accordance with the Children's Internet Protection Act (CIPA).
- Use of the Internet is a privilege and access is voluntary. The library has the right to set and enforce rules and regulations concerning the use of the Internet computer stations. Set fees will be charged for printing.
- Library staff cannot provide in-depth training concerning Internet computer jargon or personal computer use.
- The Internet is a global electronic network without government control of its users or content. The library cannot be responsible for the reliability or quality of information found on the Internet. The Internet may contain material of a controversial nature. Parents must assume responsibility for their children's use of the Internet.
- Sexually explicit or sexually suggestive (obscene/pornographic) material access and/or viewing is prohibited. Users must also refrain from inappropriate Internet conduct when using electronic mail, chat rooms or browsing the World Wide Web. Examples of inappropriate conduct include, but are not limited to: violation of computer security systems, violation of another user's privacy, violation of computer usage policies, use of the Internet for unlawful, indecent or malicious activities, misrepresentation of oneself or the library, use of abusive or objectionable language, engaging in harassing behavior such as sending or posting slanderous, libelous, obscene or threatening messages, and other activities that could cause congestion and disruption of networks and systems.
- Users must respect all copyright laws and licensing agreements pertaining to software, files and other resources obtained via the Internet computer.
- The Internet computer is not to be used for solicitation, advertisement, or for any other commercial purposes.
- The library reserves the right to review any materials stored in files to which all Internet users have access, and will remove any material which, in its opinion, does not comply with this document.
- The library makes no warranties, expressed or implied, that the functions or content of the system will meet any user's specific requirements, or that it will be error-free or trouble-free, current or uninterrupted; nor shall the library be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or income) sustained or incurred in connection with the use, operations, or inability to use the system.
- In consideration for the privilege of using the Internet computer and for having access to the information contained on the Internet computer, users hereby release and hold harmless the library, the operators of the Internet computer, and any institutions with which they are affiliated from any and all claims of any nature arising from the use, or inability to use, the Internet computer.



## Avon-Washington Twp. Public Library

# Public Computer Use Policy

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All AWTPL library card holders whose accounts are in good standing may use their cards to access any of the library's public computers. Their library card number is their log-in.

Washington Township residents who do not currently have an AWTPL library card are encouraged to obtain one to gain access to the library's computers. Until they have the proper documentation to obtain a library card, they may use a guest pass.

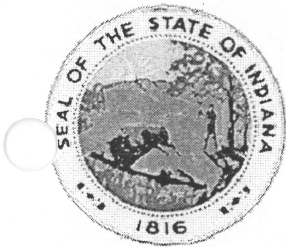
Non-Washington Township residents of Hendricks County are encouraged to register their home library card number with AWTPL. As long as they are in good standing at their home library, access will then be granted to the library's computers.

Non-Hendricks County residents have unlimited use of guest passes, free of charge. These passes do not provide any material borrowing privileges.

AWTPL library card holders who have forgotten their card may receive a one-day guest pass issued to them for a \$1 fee. Before this guest pass is issued by a staff member, the patron's record will be accessed in WorkFlows to make sure they are in good standing. Patrons for whom bringing their card is a difficulty are encouraged to purchase a new card, which comes with one that fits on a key-ring.

Computer use may be limited to thirty minutes if other patrons are waiting to use the station. Fees will be charged for printing.

Library staff cannot provide in-depth training concerning personal computer use.



# STATE OF INDIANA

Roberta Brooker, State Librarian

Mitchell E. Daniels, Jr., Governor

INDIANA STATE LIBRARY  
140 North Senate Avenue  
Indianapolis, IN 46204  
Phone: (317) 232-3675  
Fax: (317) 232-3728  
TDD: (317) 232-7763

## Technology Plan Approval Form

### Technology Plan Approval for Schools and Libraries Universal Service Program

The Indiana State Library is certified by the Schools and Libraries Division of USAC to approve technology plans for participation in the Schools and Libraries Universal Service Program.

Avon Washington Twp Public Library has a technology plan that meets the five required standards and criteria outlined in checklist below.

This technology plan is valid from July 1, 2010 until June 30, 2012.

#### CHECKLIST

Successful technology plans align the overall education or library service improvement objectives with the following five criteria. To qualify as an approved Technology Plan for a Universal Service Program discount, the plan must meet these criteria. It is critical that technology planning not be viewed or treated as a separate exercise dealing primarily with hardware and telecommunications infrastructure. There must be connections between the proposed physical infrastructure of the information technology and the plan for professional development, curriculum reform, and library service improvements.

- The plan establishes clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services.
- The plan has a professional development strategy to ensure that staff know how to use the new technologies to improve education or library services.
- The plan includes an assessment of the telecommunications services, hardware, software, and other services that will be needed to improve education or library services.
- The plan provides for a sufficient budget to acquire and maintain the hardware, software, professional development, and other services that will be needed to implement the strategy for improved education or library services.
- The plan includes an evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

Baren Ainslie  
Indiana State Library (Approving Agency)  
9/25/09  
Date

ISL/LDO 09/25/09

**Avon-Washington Township Public Library  
Technology Plan  
July 01, 2010 – June 30, 2012**

Because of its desire to provide efficient and effective information access to all residents of Washington Township and to handle routine library functions as quickly and efficiently as possible, the Avon-Washington Township Public Library, Hendricks County, Indiana, has determined the need for a technology plan. This plan will be relevant to the Library Mission Statement and its goals and objectives, comply with state and national standards and plans, and acknowledge that financing impacts the implementation of any technology.

**Mission statement: The Avon-Washington Township Public Library provides access to information that meets the educational, informational and recreational needs of all Washington Township residents.**

**Assessment of needs:**

Our current inventory includes:

- 4 servers (1-5 years old)
- 27 public internet computers (1 year old)
- 6 OPACS (5 years old)
- 27 staff computers (1-3 years old)
- 1 self check unit (2 years old)
- 1 computer for security cameras (2 year old)
- 1 computer for children's games (1 year old)
- 8 networked printers
- 10 desktop printers
- 3 laptop (1-5 years old)
- 8 wireless access points

We are operating on a single T1 line through ENA. We are exploring other service providers, including fiber optics to address our growing use of the internet. The hardware we are using to maintain our SIRSI database is a Dell Poweredge 2950 server and the software is Unicorn. We manage our bandwidth and content through a LiveNetwork box, maintained by SIRSI for an annual subscription. To maintain SIRSI, requires a yearly software upgrade, and evaluation of a server upgrade every 5 years.

We will evaluate the system annually using the fixed assets inventory ledger as a guide to equipment to determine if current needs are being met. From this evaluation, look at future demands and anticipate need for more equipment, software enhancements, upgrades, etc.

**Goal 1**

Maintain the SIRSI integrated automation system, upgrading software and hardware as necessary to provide the best level of service for patrons and staff.

**Objective:** Upgrade Unicorn on the SIRSI server, to the new system called "Symphony" by September 1, 2010.

## Goal 2

Maintain current Local Area Network (LAN), upgrading software and hardware as necessary to provide the best level of service for patrons and staff.

**Objective:** Annually evaluate, purchase and maintain a variety of online databases, based on the needs of the public, including but not limited to downloadable audiobooks and videos.

## Goal 3

Continue to provide Information and Telecommunications technology for patrons and staff.

**Objective:** Upgrade our Printing software to a self-serve station for the Adult and Children's printing by December 31, 2010.

**Objective:** Continue to be aware of current legislation pertaining to filtering.

**Objective:** Continue to seek out programs for adults and children that will help them develop skills in online research.

**Objective:** Continue to provide computer training as needed. Staff members have a budget each year to attend training workshops and conferences as part of their "continuing improvement" requirement. A brief summary is written when they have returned. They also use WebJunctions through the State Library for specific computer training.

## Budget

Technology related purchases (hardware and software) come from our "Capital Projects" fund. Alternate funding sources include E-rate and grants through the State Library, when they become applicable to our needs.

Specific funding objectives include:

**Objective:** Annually seek funding for technology from sources other than taxation.

**Objective:** Commit operating budget appropriations for continuing technology education for staff.

**Evaluation:**

The management team will designate a committee to evaluate and monitor progress towards our technology goals. This committee will make any mid-course changes or corrections, if any. The director and board will check the progress and review the plan annually. The reference department and computer services staff will monitor the statistics from our online databases and respond to patron technology requests. They will also keep informed through periodic literature reviews of upcoming library technologies.