

LIBRARY TECHNOLOGY USE AND MANAGEMENT POLICY

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| Policy Section & Number: | | Effective Date: | |
| Policy Owner: | Vice President Academic | Last Revised: | February 2, 2021 |
| Policy Administrator: | Director, Student Services | Review Scheduled: | February 2, 2025 |
| Approver: | Executive Committee | | |
| <i>The official controlled version of this document is held with the Policy & Procedure Coordinator.</i> | | | |

A. POLICY STATEMENT

Keyano College Library endeavors to foster and maintain an educational environment in which members of the College community can access and create information and work together with colleagues. As part of this effort, the Keyano Library is committed to sustaining a technology environment that is free from harassment and is available to its members. Use of the Keyano College Library’s technology resources must comply with all applicable laws, as well as all Keyano College policies, procedures, and guidelines.

1. Background

- 1.1 Keyano College strives to be a responsive institution that consistently meets or exceeds the educational expectations of stakeholders. This environment can only exist when all members use and manage the Library technology resources responsibly, respectfully and in a manner that reflects high ethical standards, mutual respect, and civility.

2. Policy Objective, But Not Limited To

- 2.1 The purpose of this policy is to stipulate the expectations and obligations for the use and management of the Keyano College Library’s technology resources.

3. Scope

- 3.1 This policy applies to all students, staff, and faculty of Keyano College, community members from the Regional Municipality of Wood Buffalo, and members of The Alberta Library (TAL) or NEOS Library Consortium (NEOS).

4. Guiding Principles

- 4.1 The guiding principles behind this policy provide support for establishing an inclusive and supportive educational environment.

B. POLICY

1. Conditions of Use

- 1.1 College technology resources are to be used primarily for activities related to the mission of the College, including, but not limited to teaching, learning, research, and administration. Limited personal use (i.e., use not related to the mission of the College) is permitted provided it complies with this Policy, does not compromise the business of the College, does not increase the College's costs, does not expose the College to additional risk, does not damage the College's reputation, and does not unduly impact the College's business and academic uses. All other uses are prohibited.
- a. Library Technology resources must be used and managed in a responsible manner. Use of these resources for disruptive, fraudulent, harassing, threatening, obscene (including but not limited to racist, profane, and pornographic in nature), or malicious purposes is prohibited. Use of library technology resources for commercial purposes is prohibited.
 - b. Use of Library technology resources, including electronic identities, is permitted only to members of the College community, and authorized guests. Requests for authorized guest use, must follow the Library Enrollment Procedure. Unless otherwise stated, such access, including the use of electronic identities, is authorized only on an individual basis, and may not be shared by multiple individuals. Anyone granted authorization to use an electronic identity must make all reasonable efforts to keep such identification private and secure.
 - c. Technology resource users must stay within their authorized limits and refrain from seeking to gain unauthorized access to technology resources beyond their permissions and privileges.
 - d. Any individual using information technology resources to create, access, transmit or receive College-related information must protect that information in a manner that is commensurate with its value, use, and sensitivity.
 - e. Users must respect the rights of other users. They must not encroach on other users' rights to use, access, and privacy.

- f. All forms of electronic communication are expected to reflect high ethical standards, mutual respect, and civility. Users must refrain from transmitting to others, inappropriate images, sounds, or messages which might reasonably be considered harassing, fraudulent, threatening, obscene (e.g., pornographic), defamatory, or other messages or material that are a violation of applicable law or College policy.
- g. Users must be sensitive to the open nature of public spaces (for example, computer labs and classrooms) and take care not to display in such locations images, sounds, or messages that are harassing, threatening, obscene (e.g., pornographic), defamatory, or that are a violation of applicable law or College policy.
- h. Users must respect intellectual property, copyrights, and licenses to software, entertainment materials, published and unpublished documents, and any other legally protected digital information. The College will protect information against unauthorized disclosure.

2. Administration of Policy

2.1 The College reserves the right to access, monitor, and record both stored and in-transit data and the usage of information technology resources when there is suspected or alleged impropriety, a business need for access in the absence of an employee, a request under the *Freedom of Information and Protection of Privacy Act*, or as otherwise required by law. The College has the right to use information gained in this way in disciplinary actions as prescribed in College policies, and to provide such information to appropriate internal and external investigative authorities.

- a. Application and enforcement of this policy shall not in any way, constrain academic freedom on campus.
- b. As stated in the *Library ILS Enrollment Procedure*, the Library reserves the right to withhold and revoke access to its technology resources to any individual if there are reasonable grounds to suspect that their continued access to the resources poses a threat to the operation of the resource or the reputation of the College.
- c. If the Library's technology resource becomes lost or damaged, the User will be responsible for repairing and/or replacing the item. A financial hold may be placed on a user's college account until the outstanding issue has been resolved.

C. DEFINITIONS

- (1) **Authorized Guests:** Means other authorized users of technology resources may include, but are not limited to, conference attendees, prospective students, and users of College public domain resources (community members).
- (2) **College:** Means Keyano College.
- (3) **Electronic Identity:** Means an Electronic Identity is any means by which a person may be identified and authenticated to access an information technology resource. This includes, but is not limited to, an account name and password.
- (4) **Information Technology Resources:** Means information technology resources refer to all hardware, software, and supporting structure owned by, or under the Custodianship of, the Keyano College Library, including laptops, peripheral devices (headphones, webcams, DVD players, etc.), SAD lights, and projectors.
- (5) **Information:** Means data or aggregate data which has been created using Keyano College Technology.
- (6) **System Administrator:** Means system administrator refers to the person or persons responsible for configuring, installing, maintaining, and supporting technology resources for a faculty, staff, and students. A system administrator of a technology resource may also be a user of that resource.

D. RELATED POLICIES

- [Keyano Computer Use Policy for Students](#)
- [Keyano Computer Use Policy for Keyano Employees](#)
- [Keyano Computer Use Policy for Guests](#)
- [Information and Communication Technology Usage Policy](#)
- [IT Password and Authentication Policy](#)
- [Library Borrowing Policy](#)

E. RELATED DOCUMENTS

- [Library ILS Enrollment Procedure](#)
- [Fines and Financial Holds Procedure](#)
- [Library Use and Study Rooms Procedure](#)

- [IT Password and Authentication Procedure](#)

REVISION HISTORY

| Date (mm/dd/yyyy) | Description of Change | Sections | Person who Entered Revision (Position Title) | Person who Authorized Revision (Position Title) |
|----------------------|--------------------------|----------|--|--|
| 02/02/2021 | New | All | Cataloguing and Serials Subscription Technician | Director, Student Services |
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