

Policy Type: **Operational**

Policy Number: **O-21**

Policy Title: **Information Technology Policy**

Policy Reviewed: November 2021

Effective: January 2022 - December 2024

1. PURPOSE

1.1 The Windsor Public Library Information Technology Policy provides a framework and guidelines for system wide information technology services.

1.2 The purpose of the Information Technology Policy is to establish clear responsibility and authority for the provision of services and the protection of information assets, software and hardware in all locations.

2. SCOPE

2.1 The Windsor Public Library Board within the meaning of the *Public Libraries Act, R.S.O.1990, C.P44* as amended 2019, CH14, Sched.12, provides governance and management of public library services in Windsor; and is supported by the Windsor Public Library / City of Windsor Service Agreement (2015), as amended March 21, 2017.

2.2 As per the Windsor Public Library / City Amending Agreement of March 21, 2017:10. Section 3(a) “(iii) Provide upon request of the Board and subject to the concurrence of the City acting reasonably, at no cost to the Board, the following services:

7. Information technology services;

as the Board determines, in consultation with the City, to be necessary or appropriate to operate the Library.”

2.3 The Windsor Public Library Board endorses the Canadian *Copyright Act*; the *Canadian Charter of Rights and Freedoms*, which states that everyone has freedom of thought, belief, opinion and expression; the *Canadian Criminal Code*; and other legislation governing access to intellectual property and communication of information.

2.4 The Information Technology Policy reflects the Windsor Public Library Mission, Vision, Values and Customer Service Pledge:

Windsor Public Library Values Statement - Integrity “We are committed to conducting business in an ethical and transparent manner”.

2.5 This policy applies to all employees, customers, volunteers and agents.

3. POLICY

3.1 The Information Technology Policy applies to all Windsor Public Library Information Technology goods and services.

3.2 In fulfilling this responsibility the Windsor Public Library follows the City of Windsor *Information Security Policy* which is supported by the City and Windsor Public Library employees.