OZARK DALE COUNTY LIBRARY, INC.
416 James Street
Ozark, AL 36360
(334) 774-5480
olibrary@troycable.net

TECHNOLOGY PLAN
2019-2024

I. **MISSION.** The mission of the Ozark Dale County Library, Inc. is to provide the means by which all people within its service area may have free access to a variety of thoughts and ideas. This Library will provide every user and potential user in the library's service area access to quality library and information services. The Library staff will develop resources and services that meet the informational, educational, and recreational needs of the community through the use of current and emerging advances in technology, which will support and improve the library's various programs and organization.

II. **GOALS AND OBJECTIVES.**

A. **Public Service Goal.** To provide ongoing computer/Internet technology **t**raining for patrons to help them become more confident and proficient in using new computer technology.

1. **Objective.** Provide classes for our patrons in basic computer usage. (ongoing each week)
2. **Objective.** Provide classes for our patrons in basic Internet usage. (ongoing each week)
3. **Objective.** Provide information and instruction in the use and purpose of the Alabama Virtual Library (AVL) and other Alabama Public Library Service (APLS) provided online databases. (ongoing)
4. **Objective.** Provide classes for our patrons in basic mobile technology usage. (ongoing each week)
5. **Objective.** Maintain a library web page, so patrons can have immediate access to information concerning library programs, materials and social media presence. (ongoing)
6. **Objective.** Incorporate Internet use into reference procedures by referring patrons when appropriate. (ongoing)

B. **Support Services Goal.** To provide more efficient use of the library's technological services.

1. **Objective.** Provide a sufficient number of public-access computers for our patrons to find information via the Internet. (add/replace/upgrade computers every three years)

2. **Objective.** Provide a sufficient number of computers for our Children's Section so patrons can access educational games and programs. (ongoing)
3. **Objective.** Purchase printers and other equipment that will enable patrons and staff to print documents/materials quickly and easily. (ongoing)
4. **Objective.** Evaluate and upgrade current book check-out system to stay up-to-date with emerging technology. (ongoing)
5. **Objective.** Provide sufficient computers for staff members. (ongoing)
6. **Objective.** Provide Wi-Fi network access throughout the Library for Internet access with personal devices. (ongoing)
7. **Objective.** Purchase Book Security System. (2018)

C. **Administrative Services Goal.** To provide ongoing support and necessary training for library staff to become proficient in the use of available technology.

1. **Objective.** Library staff will learn to effectively use the library's technological resources through in-house and off-site training sessions concerning Internet, AVL, APLS provided databases and automated circulation systems. Staff will attend appropriate workshops provided by APLS and other local workshops. (ongoing)
2. **Objective.** Library staff will provide guidelines and procedures for use of technological resources by updating the library's circulation and technical service policies and by reviewing and updating the Internet Policy for staff and patron use. (ongoing)
3. **Objective.** Library personnel will have access to a computer consultant to assist with troubleshooting various computer problems. (ongoing)
4. **Objective.** Administration will budget for the acquisition and maintenance of computers. (ongoing)
5. **Objective.** Staff will develop a rotating three-year schedule for the purchase of computer equipment. (ongoing)

III. **EVALUATION.**

A. **Public Service Goal.** This goal will be achieved when the following have been met:

1. The patron feels comfortable and is proficient in the use of computer technology for research and information. This goal will be measured by maintaining feedback from patrons through the use of questionnaires and surveys. (ongoing)
2. Patrons are able to access the Internet or other software programs without having to wait extended periods of time. Library staff will

maintain logs to determine computer usage and limit time so that all patrons will have an opportunity to use the computers. (ongoing)

3. Library staff will be able to use the latest technology to perform their daily activities. (ongoing)

4. All patrons are informed of all Library programs and new materials available. This will be achieved by distributing flyers and other media to the public. (ongoing)

5. All patrons and Library staff feel comfortable using the AVL and other APLS-provided online databases, and patrons with home computers have been registered. (ongoing)

B. **Support Service Goal.** This goal will be achieved when the following have been met:

1. Library patrons will be able to have access to a public computer with a minimum amount of waiting time. (ongoing)

2. Patrons can use on-line resources and word processing at the same time. (ongoing)

3. Library staff and patrons will print information and use equipment quickly and efficiently. (ongoing)

4. Library staff will have access to automated equipment to perform their daily duties. (ongoing)

5. Library staff and patrons will have access to reliable equipment with high speed Internet access. (ongoing)

C. **Administrative Services Goal.** This goal will be achieved when the following have been met:

1. Library staff will attend available workshops and seminars on new technology and will become proficient in current technology and resources. (ongoing)

2. Library staff will maintain policies and procedures that accurately reflect the intent of the library in relation to the use of the Internet and other resources. Policies and procedures will be reviewed periodically to make changes, corrections and/or modifications. (ongoing)

3. Library staff will monitor new developments in technology and annually review these new developments to determine the feasibility of implementing emerging technology to enhance the library's service goals. (ongoing)

4. This goal will have been achieved when a computer consultant is available to assist with computer problems within 24 hours of need. (ongoing)

IV.   **CONCLUSION.** The Ozark Dale County Library, Inc. will use technology as a tool to accomplish its mission. Appropriate technology will be integrated into the overall library program to provide superior service to the citizens of our region.

OZARK DALE COUNTY LIBRARY, INC.
INTERNET ACCESS POLICY AND GUIDELINES

POLICY. The Ozark Dale County Library, Inc. (ODCL) strives to provide the means by which all people within its service area may have free access to a variety of thoughts and ideas. Therefore, this Library provides Internet access to the public so that we may meet the informational, educational and recreational needs of our community. In using the Internet, our patrons are allowed to become familiar with state-of-the-are information technology.

ODCL has no control over the information accessed through the Internet and cannot be held responsible for its content or accuracy. Therefore, users are notified that they are responsible for the access points they reach. Parents of minor children must assume responsibility for their children's use of and exposure to the Internet through the library's connection.

The Internet and its resources contain a wide variety of information and opinions from various points of view. ODCL endeavors to balance the rights of users to access these resources with the rights of people to work in a public environment free from disruptive sounds and offensive visual images. There are information resources on the Internet that are inappropriate for display in a public setting.

Incompliance with the Children's Internet Protection Act (CIPA), filtering is installed and enforced. Filtering limits the amount of pornographic or obscene materials available on the Internet; however, be aware that no filtering technology is completely effective. Therefore, this Library will have no liability for damages related to the operation of, or failure of, the filtering technology installed, or for its circumvention by patrons. Alabama Law 13A-12-200.3 specifically prohibits the public dissemination of obscene material. Individuals may request access to blocked materials. Staff members will reset the computer accordingly, but if the material is clearly inappropriate, offensive to other library patrons, and is prohibited by law, staff member may end a patron's Internet session. If the director determines that the offensive material is contrary to the laws of Alabama, as indicated below, authorities may be called for appropriate legal action.

Illegal or disruptive activities that interfere with users, services, or equipment are prohibited.

1. *Dissemination or public display of obscene matter is a misdemeanor in Alabama. (13A-12-200.3)*
2. *Dissemination or public display of obscene matter containing visual reproduction of persons under 17 years of age involved in obscene acts is a Class B felony in Alabama. (13A-12-191)*

Violation of the law may subject you to loss of library privileges or criminal prosecution.

Copies obtained from the Internet may be subject to copyright law. Violation of the law may subject you to an action for damages and/or injunction.

GUIDELINES. These guidelines apply to all users of the ODCL's public computers. Failure to comply with these guidelines may result in the loss of library privileges. User's access to our computer network and Internet is a privilege, not a right. Violations may result in loss of the user's right to Internet Access and/or Library privileges.

1. You are expected to observe the Rules of the Ozark Dale County Library, Inc.
2. Internet access is available during all regular operating hours. Basic computer instruction will be available each Saturday.
3. Information may be saved by printing or downloading to your own external device. ODCL is not responsible for any damage to your dish or computer resulting from information downloaded from a library computer.
4. Printed copies are $.20 per page. Only elementary, middle school and high school students will receive reduced printing fees for printing school assignments. All others will be charged at regular rate.
5. To use a computer, you must have a valid library card. Exceptions will be made for those individuals passing through the area who wish to check the E-mail and are not residents of Dale County. They will be logged on as "Computer Visitor".
6. Children under the age of 10 will not be allowed to use the Library's main computers unsupervised. Supervision will consist of a parent, older sibling at least 17 years old, or other responsible adult. However, children under the age of 10 may use the computers located in the Children's Section at any time.

When you access the Internet, you automatically agree to the policy stated above.