

Computer Code of Conduct

Use of the Library computers & Internet services is a privilege; abuse of computers or Internet may result in loss of privileges.

Be considerate of the rights of others and behave in a manner that does not offend, inconvenience, or limit the rights of others using our facilities.

Rules for Library Public Computer Use:

- Sign-in with staff before logging onto computer.
- Food or drink is not allowed at computers. You may have bottled water only if it is kept on the floor beside your station.
- Sound volume must be at a respectful level; use your headphones or borrow ours and take Cell-Phone conversations outside of the Library.
- One person per station, unless approved; groups must allow other patrons to use chairs.
- Website browsing must be appropriate for all (see **Prohibited Use of Internet/ Computers**).
- Backpacks may be checked by staff if they have been carried into collection areas.

Prohibited Use of the Internet/ Computers:

DO NOT use public computers to engage in:

- Harassment, libel or slander
- Fraud or invasion of privacy
- Online gaming or gambling
- Display or dissemination of 'hate' literature, pornography, obscene images or illicit material
- Creating or distribution of spam mail
- Infringement of Copyright legislation
- DO NOT modify computer equipment or download software.

Abuse of the Computer Code of Conduct may result in sanctions, including:

- Eviction or banning from the premises,
- Reporting to local policing authority and/or pressing of charges if deemed appropriate.

Any individual who has been sanctioned may appeal to the Director in writing. An appointment will be made with the Director to discuss and resolve the issue. If a resolution is not reached, the matter may be referred to the Library Board in accordance with Policy.

All decisions from the Board are final.

Westlock Libraries Locations & Hours

Westlock Municipal Library

Main Branch

1-10007-100 Avenue
Westlock, Alberta T7P 2H5
Phone: 780-349-3060 Fax: 780-349-5291
www.westlocklibrary.ca

Regular Hours of Operation

Monday, Tuesday, Friday 9:30 a.m. - 6 p.m.
Wednesday & Thursday 9:30 a.m. - 8 p.m.
Saturday 10 a.m. - 4 p.m.
Closed Sundays & Holidays

Summer Hours- June 1- August 31

Monday, Tuesday, Thursday, Friday 9:30 a.m.- 6 p.m.
Wednesday 9:30 a.m.- 8 p.m.
Saturday 11 a.m. - 3 p.m.
Closed Sundays & Holidays

Jarvie Public Library

Located in Jarvie Community Centre
www.westlocklibrary.ca

Regular Hours of Operation

Tuesdays 10 a.m. - 1 p.m. & 4 p.m. - 7 p.m.

Summer Hours- June 30 - August 31

Tuesday 9 a.m. - 12 noon

M. Alice Frose Library

Located in Fawcett Community Hall
Phone: 1-780-809-2244
www.westlocklibrary.ca

Regular Hours of Operation

Wednesdays 10 a.m. - 2 p.m.
Thursdays 5 p.m. - 8 p.m.

Summer Hours- June 30 - August 31

Wednesdays 10 a.m. - 2 p.m.

General Inquiries

Contact our Main Branch Library
about Resources, Services & Programs
Phone: **780-349-3060** Fax: **780-349-5291**
info@westlocklibrary.ca

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Public Computers & Electronic Resources



Westlock Libraries

Jarvie Public Library M. Alice Frose Library
Westlock Municipal Library

A World of Information at your Fingertips!

Access Made Easy

Your TRAC Library card allows you to access eResources offered through Yellowhead Regional Library System & Westlock Libraries including:

OverDrive Audio & eBook downloads

Zinio online magazine subscriptions

Hoopla movie & TV downloads

Mango language learning database

Press Display eNewspapers

TumbleBook Cloud read-along stories

A to Z World Travel eMaps and tourism

LearningExpress ESL, & job prep help

Cypress Resume cover letter & resumes

Consumer Reports product reviews

... and many more

Visit us at www.westlocklibrary.ca and click on the **eResources** tab.

Public Computers, Internet & Wi-Fi Access

Public Computers:

Each of our Libraries has computers available for public use.



- **Fawcett** has 3 Microsoft PC stations
- **Jarvie** has 3 Microsoft PC stations
- **Westlock** has 6 Microsoft PC stations and 1 iMac station

Computers are available to the public during advertised operating hours.

Each station is equipped with MS Office & USB cable for flash-drive plug-in.

All Public Computers are linked to high speed Internet and are networked to a central laser-jet printer.

Public Computer Fee Schedule

Public Computer use is **FREE!**

Users are limited to one hour per day. Time may be extended **ONLY** if there is no line-up. Staff may ask a user over the 1-hour to yield computers to new users.

Wi-Fi (Wireless Internet):

Wi-Fi service is **FREE!**

Wi-Fi is available 24-7 at all of our Libraries with signal range and band width to meet most user needs.



Wi-Fi is accessible using your Library card barcode number and PIN. If you do not have a Library card we can provide you with a temporary card and PIN.

Computer Bookings

Computers can be booked in advance for sessions that may take longer than one hour. Call to reserve a computer or any of our equipment.

Copy, Print, Fax & Scanning Services

Copy & Print Services:

Westlock Municipal Library offers photocopy services; staff must assist with copy requests.



Fawcett & Jarvie Libraries do not have photocopy machines on site; however, computers network to a printer at the service desk for printing from Internet or data files.

- Black & White prints are \$0.25/ page
- Color prints are \$1.00/ page & require staff assistance.

Fax Services:

Westlock Municipal Library is equipped with a fax machine. Our staff must assist with fax requests.

Outgoing fax: All outgoing faxes require a cover page (available from staff).

- first page \$2 plus \$0.25/ added page

Incoming fax: Please contact the Library if you are expecting an incoming fax. We will keep incoming faxes up to 2 business days; unclaimed faxes are destroyed on day 3 after received.

- first page \$1 plus \$0.25/ added page

Scanners:

Each of our Libraries have scanners for image and document creation in pdf or other image file formatting. Ask Library staff for assistance.



Special Equipment & Resource Lending

Kobo eBook Readers:

Westlock Libraries have Kobo Readers with genre-specific titles. Try a new technology at the Library!

DAISY Readers:

Westlock Libraries lend assistive reading devices for the vision-impaired.



Projectors & Screens:

Westlock Municipal Library may lend its LED or Over-Head Projector & Screens for instructional use.

Contact us for information on our Library special equipment & resource lending.

Technology-Based Programs & Instruction



Having trouble using the Library's eResources? Can't get your iPad to download an eBook? Bring your device to the Library to get one-on-one help!

- **Fawcett:** every Wednesday evening
- **Westlock:** every Tuesday afternoon

Book-a-Librarian:

We can help answer reference questions, search for information or put together a reference list. Call to book a Librarian.

Connect With Us:



Website



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