

## Mississauga History & Digitization Room Usage Policy

(Revised 2023-09-21)

### Policy Statement

The Mississauga Library maintains a local history collection, and provides access to digital conversion equipment and software for preservation of community history.

### Purpose

The purpose of the Mississauga History & Digitization Room Usage Policy is to facilitate access to the Mississauga History Collection, and digital conversion equipment and software.

### Background and Underlying Principles

The Mississauga History Collection covers the geographic area of Mississauga and includes pre-history, Indigenous history and subject matter, the emergence of Toronto Township, the birth of the city of Mississauga, and the city's ongoing growth and development.

### Terms of Use

Customers are expected to abide by the [Mississauga Library Code of Conduct](#) and [Terms of Use for Public Internet Services](#) when using the equipment in the Mississauga History and Digitization Room.

- 1.1 Physical items from the Mississauga History Collection are housed in the Mississauga History Collection Room, which is only accessible to staff
- 1.2 Items from the Mississauga History Collection can only be used within the Mississauga History & Digitization Room
- 1.3 Physical hardware and software required for digital conversion are available in the Mississauga History & Digitization Room for customer use with staff assistance

- 1.4 Computers in the Mississauga History & Digitization Room will be reserved primarily for the use of the digital conversion equipment and software not available in other areas of the library
  - o Digital Conversion PCs can be reserved through My PC and specific equipment will be checked out on customer's library cards while in use.
- 1.5 The Mississauga Library (City of Mississauga) is not responsible for the loss or damage of personal items used with the digital conversion equipment and software. This includes but is not limited to: books, photographs, negatives, and VHS/Mini DV/Hi8/Cassette tapes
- 1.6 Individuals using the digital conversion equipment in the Mississauga History & Digitization Room must respect intellectual property rights and adhere to copyright law