



western riverina
LIBRARIES

Computer & Internet Use Policy

2017

Endorsed by Carrathool Shire Council
Min 0388 / 21.11.2017

1. INTRODUCTION

1.1 POLICY OBJECTIVES

The purpose of this policy is to clearly outline responsibilities for library clients in relation to access and use of public computers, Library WIFI and use of personal devices at Western Riverina Libraries (WRL). It also covers security, copyright and privacy. Clients must accept this policy in order to gain access to the internet.

1.2 SCOPE OF POLICY

This policy is relevant to all WRL branch libraries and their patrons / visitors.

WRL comprises of six branch libraries and two mobile libraries across five Local Government Areas (LGAs):

- Griffith City Library
- Carrathool Shire Library
- Narrandera Shire Library
- Hay Shire Library
- Jerilderie Library, Murrumbidgee
- Griffith and Murrumbidgee Mobile Library
- Carrathool and Narrandera Mobile Library

1.3 DEFINITIONS

Library – Western Riverina Libraries

Clients – Library members, visitors and users of any library facility or equipment.

1.4 ADOPTION OF POLICY

This policy has been approved and adopted by the Western Riverina Committee.

Date of adoption: to be determined

1.5 AVAILABILITY

A copy of this policy can be located on the Western Riverina Libraries website:

www.wrl.nsw.gov.au

1.6 RELATED DOCUMENTS

- Children's Policy
- Inappropriate Behaviour Policy

2. POLICY STATEMENT

2.1 PUBLIC COMPUTERS

Terms of Use

Monitoring access to the internet and use of Library computers by children under the age of 18 is the responsibility of the child's parent or guardian.

Library staff are available to offer assistance to clients to connect to computers but not to utilise applications.

Clients are not permitted to use the internet service for gambling or simulated gambling. The Library is not liable for the consequences of unauthorised use.

Clients must be sensitive to the values and beliefs of others when displaying potentially offensive or objectionable information or images on computer screens located in public areas.

Clients are not permitted to use the Library computers, internet service or network to access pornographic, R18+, offensive or objectionable material, or for any unlawful or inappropriate purpose. Unlawful conduct may be reported to the relevant authorities.

Clients must not damage, unplug or alter the setup of computers.

Clients must not use their personal software or install software on the Library's computers.

Although the computers have antivirus software the Library disclaims all liability for any occurrence of harmful software such as viruses or malware onto any media or external device as a consequence of using computers.

The Library accepts no responsibility for the loss of data that may occur from using the Library computers.

If a client is found to be in breach of this policy the Library has the right to direct the client to leave the Library and not to re-enter the Library for a specified period.

Access to computers may be suspended if the client has a borrowing history that requires attention.

Terms of use are displayed in the library near public computers.

Security

Security on the internet cannot be guaranteed. The Library takes no responsibility for any consequences, direct or indirect, arising from clients' use of particular sites.

It is the client's responsibility to ensure they have logged out of any websites and terminated their session before vacating the computer.

Copyright

Material on the internet may be protected by copyright. When printing information refer to and comply with any copying directives given by the author of the material.

Copyright legislation also applies to the downloading of software, films, sound recordings and broadcasts.

Your privacy

Computer use may be monitored. Inappropriate use will result in the loss of computer and, or library privileges.

The Library may make disclosures to relevant authorities where the use of Library facilities raises concern that an offence is being, or has been, committed. In this instance activity logs may be provided to law enforcement agencies.

When assisting clients with the use of computers or personal devices, library staff are governed by member Council's codes of conduct relating to privacy.

2.2 WIFI

In addition to the above statements access to Library WIFI may be subject to the acceptance of additional displayed Terms and Conditions.

Access to WIFI may be subject to data allowances.

2.3 PERSONAL DEVICES

The Library accepts no responsibility for loss of physical property or loss of data on personal devices, such laptops, phones, tablets and external storage devices used in the library.

As with public computers, use of personal devices in the library must not be used to access pornographic, R18+, offensive or objectionable material, or for any unlawful or inappropriate purpose. Unlawful conduct may be reported to the relevant authorities.

As with public computers, clients using personal devices must be sensitive to the values and beliefs of others when displaying potentially offensive or objectionable information or images public areas.

As with public computers if a client is found to be in breach of this policy the library has the right to direct the client to leave the Library and not to re-enter the Library for a specified period.