

# Libraries PC and Internet Access and Use

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## 1. TITLE

Libraries PC and Internet Access and Use

## 2. OBJECTIVE

To define the principles which guide the specific conditions of use with which users are expected to comply for PC use and wireless Internet access and use in Glen Eira's libraries.

N/a

## 3. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
N/a	

## 4. POLICY

The following principles apply:

### 4.1 Fair Access

Ensuring fairness of access requires that:

- a) access to library PCs is restricted to library members in accordance with the Library Membership Conditions; and non-members' permitted guest access is in accordance with the Glen Eira Libraries and Learning Centres Conditions of Use: Internet Access and Computer Use;
- b) bookings must be made for library PCs and such bookings may be restricted in terms of frequency and session time;
- c) bookings for library PCs cannot be re-arranged to accommodate requests to book a particular PC;
- d) bandwidth for wireless users may be restricted dynamically to accommodate multiple users;
- e) computer and Internet access and/or library membership may be suspended or withdrawn if a user engages in illegal or inappropriate activity using the library computer facilities.

## **4.2 Cyber safety and access to appropriate sites**

Ensuring access to appropriate sites and avoiding offense to other library users requires that:

- a) material displayed on screen must be appropriate to a public access site; access will be immediately terminated if, in the reasonable opinion of Glen Eira Libraries staff, this is not the case;
- b) Council may use software that automatically prevents access to certain Internet sites, file types, protocols and large files;
- c) parents/guardians are responsible for monitoring access to the Internet by members under the age of 18;
- d) libraries are properly equipped and library users are connected with the skills they need for smart, safe and responsible use of technology; and
- e) libraries comply with all relevant legislation covering issues of cyber bullying and responding to incidents of cyberbullying in a timely manner.

## **4.3 Rights of other library users to quiet enjoyment**

Ensuring the rights of other library users to quiet enjoyment of the library requires that:

- a) more than one person per PC is permitted at any one time; however, where such use causes distraction to others, Libraries Service staff reserve the right to limit access; and
- b) users requiring sound must use headphones.

## **4.4 Printing costs**

Fair distribution of costs requires that:

- a) users are responsible for payment of printing costs as per charges determined by Council; users are required to pay for every copy printed and to complete their printing prior to the end of their session; and
- b) users are responsible for complying with copyright requirements.

## **4.5 Protection of equipment and data**

Ensuring that users understand the risks to equipment and data from using public computing facilities requires that users of library PCs and the wireless network acknowledge that:

- a) the use of public computing facilities carries a high risk of loss of data or data

corruption due to viruses, network failure, loss of Internet connectivity and other causes;

- b) Council cannot guarantee against any such loss of data or corruption and all equipment is used entirely at the user's own risk in accordance with the Conditions of Use: Internet access and Computer;
- c) Libraries staff can provide limited technical support for wireless devices to assist customers in using library resources ;
- d) wireless users are responsible for the operation and security of their own devices and data; and
- e) not all wireless devices will be compatible with the wireless network.

## **5. HUMAN RIGHTS CHARTER COMPATIBILITY**

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006*.

## **6. ASSOCIATED DOCUMENTS**

Conditions of Use: Internet Access and Computer Use

*Council's Local Law 2009*

Eligibility for Membership and Use of Libraries Library

Membership Conditions

Privacy Policy

## **7. REFERENCES/RESOURCES**

*Charter of Human Rights and Responsibilities Act 2006 (Vic)*

*Privacy and Data Protection Act 2014 (Vic)*