

# **Library Computer and Internet use Guidelines**

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| Guidelines owner             | Library Manager   |
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| Amendments                   |   |
| Relevant strategic direction |   |
| Related policies/documents   |   |
| Relevant legislation         | Library Act 1939 and the Library Regulation 2010.<br>Copyright Act 1969 (Commonwealth)<br>Children and Young Persons (Care and Protection) Act 1998<br>NSW Privacy and Personal Information Protection Act 1998 |

## 1. Introduction

These guidelines are needed to ensure that Waverley Library provides free and fair access to computers as part of Council's commitment to supporting the information needs of the community and that guidelines around responsible use of computers are established.

## 2. Guidelines

### 2.1 Public access computers

The following conditions apply to the use of the computers:

- Bookings will be automatically cancelled and allocated to the next customer in the queue if the customer does not login within 10 minutes of the scheduled time.
- Library customers can book up to a set maximum number of hours (2) and this time may be extended according to availability.
- Library staff will assist with basic instruction in the use of library computers and technology, however, it is not the role of library staff to offer detailed assistance or tuition.
- Visitors to the library may purchase a 'Guest ticket'. Normal booking conditions apply.
- Bookings can be made up to one week ahead and can be made online, over the phone or in person.
- In order to help create a child friendly junior area, the children's Library PC's are to be kept available to children and their carers during the following hours:  
Monday to Friday: 9.30am – 12.00pm and 3.00pm – 6pm.  
Saturday and Sunday: all day

### 2.2 Security and Personal Information

Customers should be aware that security on the internet cannot be guaranteed and no guarantee of privacy can be made by the library. Customers are responsible for securing personal information. This includes logging out of email and banking sites and exiting out of personal documents.

The library assumes no responsibility for any damage or loss of data that may occur as a result of conditions beyond our control, such as computer viruses, electronic malfunction, power surges etc.

## **2.3 Inappropriate Use**

Inappropriate use could include any of the following:

- The display or downloading of any pornographic or offensive material
- Illegal, criminal or anti-social internet use
- Damage to equipment, software or data belonging to the Library or other customers
- Unauthorised copying of copyright-protected material or infringement of licence agreements
- Violation or attempted violation of any computer networks system security
- Cyber bullying
- Computer usage at a volume that disturbs others
- Customers who fail to comply may have their membership privileges removed, be asked to leave the library or may be banned by the Library Manager.

## **2.4 Parental Supervision**

Library staff are not responsible for supervising a child's use of any library resources including internet and computer usage. It is the responsibility of parents, guardians and carers to determine and monitor their children's internet and computer use. Parents should be aware that filtering technologies cannot guarantee that all objectionable material is blocked.

## **2.5 Legal**

Internet users are liable for the failure to comply with all applicable international, federal and state laws, including censorship, copyright and software licensing laws. The Library reserves the right to check any customer's use of its internet service including data transmissions, if the library deems the customer to be in breach of any laws.