



# Library Computer & Internet Usage Policy

# Computer and Internet Usage Policy

## Our policy

To provide free and fair access to computers as part of Woollahra Library and Information Service's commitment to supporting the information needs of the community.

## Objective

Woollahra Library and Information Service provides free access to computers as part its commitment to provide free and open access to information, educational and cultural resources.

Public libraries have no control over the information available through the Internet and therefore can not be held responsible for its content and use. By using the Library's computer service, members agree to all this Policy.

## How this policy relates to our Management Plan

This policy establishes a framework to support the Woollahra Library and Information Service to provide relevant services and resources to our community. This policy meets the following objectives from our Delivery Program and Operational Plan (DPOP).

Theme: Community well being  
Goals: 1 A connected and harmonious community

Theme: Community leadership and participation  
Goals: 11 A well managed Council

## Want to know more?

For further information on this policy please contact:  
Lending Services Librarian on 9391 7944 or [library@woollahra.nsw.gov.au](mailto:library@woollahra.nsw.gov.au)

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**Review date:** Feb 2015

This part of our policy provides an overall summary of the intention and reason for a policy. Specific implementation procedures are available on request. The General Manager has approved this policy and the attached procedures.

Vicki Munro, Library Manager

## **Computer and Internet Usage Policy**

Computers are available at Double Bay, Paddington and Watsons Bay Libraries for Internet and general computer use. To ensure fair access to the computer resources for all members, rules and procedures have been devised to help regulate computer access.

The Library supplies access to computers and the Internet via the following:

1. Catalogue: at each service point a number of computers have been set aside primarily for Library catalogue use.
2. Public Access PC's: internet and email accessible computers with MS Office applications. Bookings are required for these designated public access computers
3. WiFi. This access requires users to supply their own wireless enabled computer/hand held device.

## **Rules and Procedures**

The Library supplies access to computers and the Internet under the following terms and conditions:

1. Only current members of the Woollahra Library and Information Service are permitted to book and use the designated public access computers, a valid membership card must be produced when a booking.
2. Public access computers can be booked for a maximum of one hour per day per member. Bookings can be made up to one week ahead. Bookings can be made over the phone or in person.
3. Members are limited to one booking per day. If no one else has booked the computer you may continue until the next booking which then has priority.
4. Bookings will be cancelled if you do not arrive within 10 minutes of the scheduled starting time. This is based on the library clock not personal devices.
5. All public computers and WiFi service will cease 30 minutes before the Library closes.
6. Visitors to the area who are not members can book for 30 minutes per day. Visitors are limited to 1 booking per day. If no one else has booked the computer you may continue until the next booking which then has priority. For young people under the age of 18 years, the maximum access to the public access computers will be 1 hour per day.
7. Members are responsible for securing personal information. This includes logging out of email, banking, exiting out of personal documents and any other sensitive information the patron does not wish to share.
8. Patrons are to ensure that material which is pornographic, offensive or objectionable to other members of the public or staff, is not displayed in the

library. Patrons who fail to comply may have their access privileges removed, asked to leave the library or be banned by the Library Manager.

9. Security in an electronic environment such as the Internet cannot be guaranteed and all transactions and communications are vulnerable to unauthorised use. The Library assumes no responsibility for any damage, direct or indirect, arising from use of particular sites.
10. The Library is not responsible for supervising a child's use of library resources, including Internet access. The library encourages parents/carers to set their own family rules in consultation with their child.
11. Internet users are liable for failure to comply with all applicable international, federal and state laws, including censorship, copyright and software licensing laws.
12. Library staff will assist with basic instruction in the use of the library computers and Internet access. However, it is not the role of the Library staff to offer detailed assistance or tuition.
13. Any technical problems must be reported to Library staff.

### **Special Considerations for Double Bay Library Junior Area**

In order to help create a child friendly Junior Area at Double Bay Library, some special considerations apply when using computers in this area.

1. If all of the adult PC's are occupied, adult members may book a computer in the junior area for an hour from 11am – 2pm, during school term only.
2. Before and after this time computers are reserved for children only. (Child is defined as under 16 years of age or parents accompanied by young children).
3. As this is a Junior Area, children always get priority and a member may be asked to move if a child would like to use the computers at any time.