

## GYMPIE REGIONAL LIBRARIES

### PUBLIC ACCESS INTERNET AND COMPUTER USE GUIDELINE

#### 1.0 PURPOSE AND SCOPE

Gympie Regional Libraries provides free access to computers, software and the Internet to members of the library and visitors to the Gympie Region. The Library does not guarantee access to the Internet, or to any particular site. It is a condition of use that library users understand and agree to the following terms and conditions.

#### 2.0 TERMS AND CONDITIONS

##### Access

- Use of the Internet service in the library is free.
- Printing is available at all branch libraries. Fees apply and are detailed in Gympie Regional Council's Fees and Charges.
- Residents must have current membership to use the Internet PCs.
- Visitors to the region require proof of ID and address.

##### Assistance

- Staff are only available to give limited assistance in using the Internet.
- Wifi access information sheets are available to connect your device to wifi.

##### Bookings

- Bookings are essential and can be made at the library service desk or by phone up to two weeks in advance.
- Bookings are held for 15 minutes only.
- Half hour or one hour bookings are available with bookings generally restricted to one hour per day. After school children's pcs are only available for half hour bookings.
- The PC Lockout system, in use at Gympie Library, will issue a warning when the booking is about to expire. This will occur five minutes before the computer automatically finishes the session.
- It is the user's responsibility to ensure all documents are saved appropriately. Any data saved on the computer will be cleared when the computer is restarted. At the end of the session the computer will automatically log out and data may be lost.
- Where PC Lockout is not in use, clients must finish their session on time so that the next person booked can begin their session promptly.
- Users must not attempt to make changes to the setup or configuration of the computers.

##### Content

The Library has a web filter which prevents access to offensive sites by library users. The intentional downloading and/or viewing of material on the Internet that contains content considered to be offensive or that may contravene the *Equal Opportunity Act 1995* is expressly prohibited and will not be condoned. Offensive material includes, but is not limited to:

- Obscene or harassing language or images,
- racial, ethnic, sexual, erotic or gender specific comments or images,
- other comments or images that would offend someone on the basis of their religious or political beliefs, sexual orientation, physical features, national origin or age.

### **Children and the Internet**

- Parents/guardians/chaperones are responsible for their children's use of the Internet.
- It is not possible for library staff to control specific information which children may locate on the Internet.

### **Copyright**

Users agree to comply with all copyright laws and any applicable Federal and State legislation. Information sheets on "Internet Copying and Downloading Material" and "Copyright and Computer Software" are available from the Australian Copyright Council's Online Information Centre at [www.copyright.org.au](http://www.copyright.org.au).

### **Disclaimer**

By using the library's Internet connection, users release and discharge the Gympie Regional Council from any liability which might arise from the use of the service, including liability in relation to defamatory or offensive material or any breach of copyright which may occur as a result of use.

Gympie Regional Libraries runs anti-virus software. If a virus is identified the software will attempt to clean the infected file. If the file cannot be cleaned, the document will be left in its current location and original state but will not be able to be accessed on a library computer.

Gympie Regional Libraries do not guarantee access to the Internet at any time, or to any particular website. Gympie Regional Libraries will not be held responsible for the validity of any information accessed on the Internet.

### **2.1 eSmart Libraries**

Gympie Regional Libraries are currently working towards achievement of national recognition as an eSmart library. eSmart Libraries is a cyber-safety program designed to better equip local libraries with the skills for a smart, safe and responsible online community.