

5.2.5 Public PC and Internet policy

- **Facilities available**

Desktop computers with Internet access and other software are available. The number of computers, their configuration, session lengths and any other facilities provided are subject to change without notice. **Wireless access** is also available for patrons with their own laptop computers.

- **Nature of the Internet**

The City of Burnside Library and Information Service has no control over the Internet and its resources. The library assumes no responsibility and makes no representation or gives any warranty about the suitability, nature, quality, accuracy, safety or currency of any Internet resource. Internet access at the library is not filtered or restricted in any way. Library patrons must make their own judgements about the suitability of sites they access and use the Internet at their own risk. The parent or guardian of a minor is responsible for the minor's Internet use in the library.

- **Registering to use the computer facilities**

To use the library's computers a person must be a member of the library with computer access registered on their membership record. To do this members must acknowledge they have read, understood and agree to abide by the Public PC and Internet policy, have their card and membership record endorsed and request a PIN. Library members under 18 require the permission of a parent or guardian.

Wireless users must be registered on the database of wireless users maintained by South Australian public libraries. Persons not already on this database will be required to join the library first.

- **Ineligibility to use the computer facilities**

Computer access **will** be suspended if:

- o A patron owes \$40 or more in fees
- o A patron has a suspended or banned status on their membership.

Suspension will remain in force until the fees owing are reduced to an amount less than \$40 and/or the suspended or banned status is removed from the patron's membership record.

Computer access **may** be suspended if:

- o A patron fails to honour their booking 3 or more times in a 4 week period
- o A patron attempts to bypass any software or hardware used to manage the facilities
- o A patron violates any other part of this policy
- o A patron accesses material inappropriate in a public place

If computer access is suspended on the above grounds this decision and the length of suspension will be made by the Library Manager. The decision may be appealed (in writing to the Library Manager) within 1 week of the patron being made aware of the primary decision. The suspension period will be a **minimum of one week and a maximum of one month.**

- **Access by children**

Parents and or guardians of children are responsible for their children's computer usage. Library members under 18 must have the permission of a parent or guardian to use the computer facilities.

- **Staff assistance**

Staff provide **limited assistance** for basic start up procedures and are **not** in a position to provide detailed assistance on an ad hoc basis.

- **Time limits, accessing the system and bookings**

There is a limit of 2 turns per person per day on any one PC or any combination of PC's.

To access the system with or without a booking, patrons must key in their library card number and their PIN on the PC.

The **booking system** may be used for booking PC's at a future time, and can be accessed on a booking station in the library, on any library catalogue computer or from the library's section of the Council's web page at www.burnside.sa.gov.au

Please note the following **(subject to change without notice)**:

- The system will only hold **one booking** and allow **2 turns** per day per person.
- Bookings are lost if the session is not commenced within 10 minutes of the booking time. Sessions forfeited in this way count as one of the patron's 'turns' for that day.
- The minimum session time allowed is 15 minutes.
- New sessions cannot commence at a time less than 15 minutes before closing time.
- All sessions automatically terminate 5 minutes before closing time.

- **Printing - collected from THE PHOTOCOPIERS**

The fee is 20 cents per page for black and white and \$1.00 per page for colour.

- **Downloading**

Downloading may only be done to a patron's own storage media (such as a USB memory stick) and is at the patron's own risk.

- **Email**

Only web based email services (such as Hotmail or Yahoo) or email services with remote logins can be used on the library's computers.

- **PC use only using the library's equipment and software**

Patrons must not:

Use personal software on the library's hardware; alter the library's software; attach equipment to the library's hardware (other than storage media); physically attach their own laptop computers to the library's Internet connection; by-pass or attempt to bypass any software or hardware used to manage the library's computers.

- **Legal, ethical and responsible use**

The Internet and other computer facilities should only be used responsibly, with care and for legal purposes. Unacceptable uses include, but are not limited to: harassment of other users; defaming other users; wilful destruction of, or damage to, equipment or software or data belonging to the library or other users.

- **Copyright**

Materials downloaded to storage media or printed from the Internet are subject to copyright laws. A work protected by copyright may not be reproduced in any form or transmitted in electronic form without permission of the copyright owner, unless the proposed use falls within one of the exceptions provided for in the Copyright Act or the use is permitted by an express or implied licence. Violation of the copyright law may subject to legal action both the perpetrator and any person or organisation which authorises the illegal use. Because of the potential for the library to be held liable for authorising infringing acts and the complexity of copyright law, library staff are *not* in a position to advise individual Internet users of the copyright implications of their Internet use.

Due to the emerging nature of these services, policies are subject to change without notice at the library's discretion.

WIRELESS INTERNET SERVICE- 70mb per day available per person

Once you have signed on to the login screen, you will be required to enter:

Username: Burnside Library card number prefixed with A6.(A6.X0nnnnnnnnnnn)

Password: Your secure password

Once you have entered the correct information, you will briefly see a notification that your log in has been authenticated. You will then have internet access and are free to use the service.