



Moreland City Libraries

PC GUIDELINES FOR PUBLIC USE

[September 2006]

Purpose

Moreland City Libraries offers public access to personal computers (PCs) at all service points for Office 2000 for word-processing and Excel spread-sheeting. There is a fee for this service. These guidelines are designed to provide efficient and equitable access for the public to PCs.

Booking Procedures

- PCs may be booked for a minimum of 28 minutes and maximum of 1 hour and 55 minutes at any one time up to 7 days in advance.
- Users who are more than 10 minutes late for a booking may lose their session which will be offered to the next interested person.
- Users must finish their Word/Excel session, including all printing, within the booked session time.
- Users who wish to print documents must **NOT** use their own paper for printing but must purchase standard paper from the Library.
- There can be no more than 2 users at a PC at any one time.
- Users cannot save work onto the hard disk as this is regularly cleared.
- Users must always scan their disk or memory device for computer viruses using the available software prior to commencing Word/Excel work.
- The Library Service takes no responsibility for any loss or corruption of data.
- PCs are provided on a self-help basis and staff are not available to assist.

Costs

- Paper costs 20c per A4 sheet.
- Use of PCs is charged at \$1.20 per 28 minutes or \$2.40 for 55 minutes. Charges on presentation of a current student or concession card are 60c per 28 minutes or \$1.20 per 55 minutes.

Unacceptable Use

- Users who do not respect policies regarding conduct within the Library will have their PC session cancelled.
- Persistent abuse of starting and/or finishing times may render the user ineligible to book future use of PCs.
- Users of the PC who damage or attempt to damage the hardware or alter, damage or delete any files or set-ups may have their PC privileges cancelled and/or Library privileges cancelled and/or be required to pay any associated costs.

[This policy was approved as Council policy by the Management Executive Group on 5 September 2006]