



Moreland City Libraries

INTERNET/EMAIL CONDITIONS FOR PUBLIC USE

[July 2007]

Only library members who are also registered Internet/email users may use the public Internet/email facilities. To become a registered Internet/email user you must sign the attached Application Form. If you are under 18 years of age, you must attend the library with a parent or guardian and you must both sign the Application Form in front of a library staff member.

Acknowledgments by You

You acknowledge that you access the Internet/email at your own risk and that Moreland City Libraries is not responsible for information or graphic images which are accessed, viewed or downloaded by users of the public Internet/email facilities, including those which may be:

- of a sexually explicit or pornographic nature
- found to contain violent or dangerous material
- defamatory or offensive to members of the community
- found to contain erroneous information.

Prohibited Uses

You must not:

- access, transmit, download or store any Internet/email material which is offensive, defamatory, abusive, obscene, pornographic, threatening or illegal. Illegal activities will be reported to the police;
- violate copyright laws
- damage library computer hardware or software
- introduce any computer viruses
- use the Internet to gamble for money
- alter, damage or delete any files or setups on any of the Library's computers.

Internet/email Public Use Guidelines

(a) Charges

Use of **Internet searching and email/chat** facilities is free of charge.

Users may not provide their own paper but must purchase standard paper from the library at a cost of 20c per sheet.

The library does not provide users with access to HTML software to construct home pages or to use FTP.

(b) Bookings

All Internet/email users must present a current Internet/email membership card to library staff each time the Internet/email is used. The library will not permit use of the Internet/email without presentation of a membership card issued to the person presenting the card.

Note: Bookings commence on the hour or half-hour.

Internet facilities may be booked up to 7 days in advance for a maximum of 55 minutes per day at each library service point. Bookings can also be made for 28 minute sessions. If users are more than 10 minutes late for a 55 minute **Internet** session, or 5 minutes late for a 28 minute **Internet** session, the booking lapses.

Email/chat line facilities may be booked up to 7 days in advance for a maximum of 55 minutes per day at each library service point. Bookings can also be made for 28 minutes sessions. If users are more than 10 minutes late for a 55 minute **email/chat line** booking, or 5 minutes late for a 28 minute **email/chat line** booking, the booking lapses.

Users **must** finish their booked Internet/email session on time, even if they have not finished their task. Refusal to comply with this request may result in loss of Internet/email privileges.

Internet/email users cannot book Internet/email sessions during peak user times on more than two consecutive days each week.

(c) Staff Assistance

Internet/email access is provided by Moreland City Libraries on a self-help basis. New Internet/email users may book an introductory tour when staff will assist in explaining Internet/email basics. Staff are unable to undertake searches on the users' behalf.

Staff are not available to supervise children who use the Internet/email.

(d) User Responsibilities

Parents/Guardians are responsible for any use of the Internet/email by their children and for any sites which may be accessed. The library does not provide filtering software.

Misuse of the Internet/email or PC will result in loss of Internet/email access and may lead to the loss of library privileges and render the user liable to repair costs.

The library takes no responsibility for any viruses caused by downloading software or files from the Internet and recommends the use of a virus checker.

Downloads are limited to 20 mega bytes per single download in any session.

Users of the Internet/email facilities will lose Internet/email privileges if they are found to be accessing inappropriate or offensive websites/newsgroups and/or sending or receiving inappropriate or offensive email and for deliberate misuse of the printer.

Only registered users may access library Internet/email PCs.

No more than two users may be at an Internet/email PC at any given time. Both must be registered Internet/email members.

You agree to indemnify the library in respect of any loss, damage, action, claim, suit or proceeding brought against the library by any person arising directly or indirectly out of your use of the Internet/email facilities.

[This policy was approved as Council policy by the Management Executive Group 31 July 2007]

