Library Computer and Internet Use Policy

v 3.0
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Associated documents and policies: Tech Assistance @ the Library, Code of Conduct, Children and the Library Policy

Purpose

Richmond-Upper Clarence Regional Library is committed to serving the information and recreation needs of this community. The Library strives to provide a welcoming environment, and provides free public access to the internet to support lawful:

- Access to information and services
- Access to recreational material
- Avenues for community engagement and participation.

This policy has been developed to support the Australian Library & Information Association Statement on Online Content and Regulation (see Appendix 1), and the eSmart Libraries Framework which seeks to support smart, safe and responsible use of digital technology.

Internet access

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

1. Public Access PCs:
- Bookings are required.
- Maximum booking time is a maximum of 1 hour, which can be extended if there are no other bookings on the PC the client is using. There will be a maximum of 2 bookings per day.
- Bookings may be cancelled and/ or reallocated if the user does not arrive within 10 minutes of the scheduled start time
- A maximum of 2 people are to be seated at any computer at any given time.

2. Laptops for loan
- Laptop dispensers at Casino, Kyogle and Evans Head Libraries make available laptops for use within the branch.
- The borrower must be over 14 years of age and a have their member card present to be able to loan a laptop.

3. Wifi
- Wifi internet is available in Casino, Evans Head, Kyogle and the Mobile Library.

Special care notice for Aboriginal and Torres Strait Islander individuals
It is acknowledged that some online information may contain references to Aboriginal and Torres Strait Islander individuals that are considered culturally inappropriate or offensive. Members of Aboriginal and Torres Strait Islander communities are also advised that library catalogue records may contain names and images of deceased people.

Accessability for people with vision impairment
Casino Library has ZoomText Fusion software installed on one of the public access PCs available within the Library. This computer software is an accessibility tool for individuals with any level of vision impairment.

Staff assistance
Library staff will assist with basic instruction in the use of the library computers and Internet access. Please see our Tech assistance @ the library document for more information.

Disclaimer on filtering
The Library does not use censoring software as it inhibits free access to information and it does not provide adequate protection for children from all material that may be harmful on the internet.

Privacy and confidentiality
Communications over a wireless network are not secure. Information sent from or to a laptop can be captured by anyone else with a wireless device and appropriate software.

Computers are for general use and should not be regarded as secure. You should log out of services and refrain from entering highly sensitive information (e.g. tax file numbers, banking details) while using library facilities.

The library has no control over the information available through the Internet and therefore cannot be held responsible for its content and use. The Library assumes no responsibility for any damage, direct or indirect, arising from use of particular sites. This includes any infection/damage/loss to data or equipment, nor personal information, such as identity theft, while using the Library's internet and wireless service.

Copyright
Under the Copyright Act 1968, prescribed copyright notices are required to be visible to the public, on or near all library equipment that can be used for copying or communicating copyright material in any format.

The Library is not liable for any consequences of copyright infringement. This responsibility lies solely with the user.

Offensive or unlawful material or behaviour
Library clients must be sensitive to the values and beliefs of others when displaying potentially controversial information or images on computer screens located in public areas.

Where a client is found to be using Library computers to access offensive material, such as pornography, or for any unlawful purpose, including cyberbullying, the Library reserves the right to direct the client to leave the Library, to direct that the client not re-enter the Library for a specified period and to report unlawful conduct to the relevant authorities.

Policy Breach
The Library reserves the right to issue a verbal warning, or to restrict, withdraw, suspend or terminate access to the internet services immediately and without notice if a client is in breach of the terms outlined in this policy.

The Library may also report the breach or any suspected or actual unlawful activity to the relevant authorities.

Appendix 1

ALIA on online content regulation

ALIA objects addressed

To promote the free flow of information and ideas in the interest of all Australians and a thriving culture, economy and democracy.
Principle

Freedom can be protected in a democratic society only if its citizens have unrestricted access to information and ideas.
Statement

Libraries and information services facilitate and promote public access to the widest variety of information, reflecting the plurality and diversity of society. The selection and availability of library materials and services, including online content and services, is governed by professional considerations and not by political, moral and religious views.

Libraries and information services support the right of all users to unhindered access to information of their choice regardless of format. Access to electronic information resources should not be restricted except as required by law and this basic right should not be eroded in the development of regulatory measures for online information.

Users are assisted with the necessary skills and a suitable environment in which to use their chosen information sources and services freely and confidently. Each user's right to privacy and confidentiality is protected with respect to information sought or received and resources consulted.

In addition to the many valuable resources available on the internet, some are incorrect, misleading and may be offensive. Libraries and information services proactively promote and facilitate responsible access to quality networked information for all their users, including children and young people. They enable library users to learn to use the internet and electronic information efficiently and effectively.

Amended 2002

Accessed 25 January 2019 from: https://www.alia.org.au/about-alia/policies-standards-and-guidelines/alia-online-content-regulation