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Shoalhaven Libraries Internet Usage Policy

Policy Number: POL14/29 • **Adopted:** 10/06/2014 • **Minute Number:** D14/146783 • **File:** 6230E • **Produced By:** Corporate & Community Services Group • **Review Date:** Thursday, 1 December 2016

1. PURPOSE

The purpose of this policy is to:

- Manage the provision of public access services to the Internet in Shoalhaven Libraries.
- Ensure equity of access to the Internet for members of South Coast Cooperative Libraries.
- Ensure that the user understands their rights & responsibilities when using electronic resources.
- Provide a clear statement of acceptable use of the Internet in Shoalhaven Libraries.

2. STATEMENT

The policy is to be read in conjunction with the Shoalhaven Library Policy and Shoalhaven Children's Policy and amendments made therein.

3. PROVISIONS

3.1. Access

Shoalhaven City Council provides free access to all members of the South Coast Cooperative Library Service.

Free access is available when library cards are presented.

If users are not a member of the South Coast Cooperative Library Service access is available on showing identification, however a fee does apply.

A free Wi-Fi service is available to all customers.

3.2. Conditions of Use

Bookings are encouraged and can be made up to one month in advance by phone, in person or online.

Half hour or hourly bookings are available which includes time needed for printing.

Session times will be cancelled when more than 15 minutes late to allow access by other customers.

To ensure privacy for everyone, a maximum of 2 users per terminal is allowed. Group bookings can be made on request at some branches.

For hygiene reasons users are requested, where possible, to provide their own earphones to enable listening to audio websites.

As a courtesy to others mobile phone calls should be kept to a minimum and where possible taken outside of the library.

Shoalhaven Libraries is not responsible for any loss or damage occurring from the use of this resource, including the accuracy or content of web sites, technical difficulties, service interruptions or the transmission of computer viruses.

As the Internet is provided by Council and on Council equipment the following rules apply to preserve the integrity of the service:

- a) Only Council installed software can be used.
- b) Only private non-commercial activities can be performed

Access will be withheld if:

- a) Sites or content presents a risk to the network, other users or Council's operations.
- b) Users damage equipment or alter the set-up of computers.

Due to legislative regulations access to the Internet will be withheld if users are found to have:

- a) Consistently downloaded pornographic, offensive or objectionable material;
- b) Used the Internet for any unlawful or inappropriate purposes;
- c) Modified or gained access to restricted files or data belonging to others.

Unlawful conduct will be reported to the relevant authorities.

Access to the Internet, including Wi-Fi, by children under the age of 16 is the responsibility of the children's parent or guardian. Junior members must be accompanied by an adult when using the Internet. The parent/guardian is responsible for monitoring appropriate use of all information technology applications, including the Internet.

3.3. Security

Security on the internet cannot be guaranteed. The Library takes no responsibility for any consequences, direct or indirect, arising from the clients' use of particular sites.

3.4. Printing

Due to Council's information technology security requirements, users may experience limitations when attempting to save or download material from the Internet.

Printing is available at the Library on a fee for service basis (Council sets printing charges). Users undertaking printing are responsible for collection and payment of all printouts.

Printing is only available on paper supplied by the library.

3.5. Copyright

Users accessing the Internet need to be aware that material on the Internet may be protected by copyright. Individuals are therefore personally responsible for complying with the appropriate laws (both international and federal) governing copyright material.

4. IMPLEMENTATION

The Corporate & Community Services Group will administer this policy.

5. REVIEW

To be reviewed within one year of the election of a new Council.

6. APPLICATION OF ESD PRINCIPLES

Not applicable.