Policy on the Use of the Internet and Computer devices in the Library 2022

The Guille-Allès Library provides Public Computers and Wi-Fi for use by customers and permits the use of personal portable digital devices. These services are provided to support customers' information, education and recreational needs.

Public Computers and Wi-Fi can be used for (but not limited to):

- Research/Study
- Email
- Online retail
- Social networking
- Entertainment/video-streaming/games/television
- School work/homework

If any of the above involves listening to items, including music or soundtracks, then this must be with the use of personal headphones.

Filtering & Monitoring
Internet access on the library computers and public Wi-Fi is filtered. Activity is also monitored and further action will be taken if a breach of this policy is suspected.

Unacceptable Use
All customers are required to act responsibly when using Public Computers or Wi-Fi via personal portable digital devices. Misuse may result in personal access to the Public Computers being withdrawn or permission to use portable digital devices within the library suspended. Library staff are authorised to disconnect users from the Public Computers or block devices from Wi-Fi if they suspect that illegal or offensive information is being accessed. In cases of criminal or disruptive behaviour customers may be evicted and/or excluded from Library premises and have their membership suspended. The Police will be informed if illegal activity is suspected.

Unacceptable Use, including but not limited to:

- The displaying, sending or retrieving of material that is illegal
- The displaying, sending or retrieving of material that may reasonably be deemed obscene, violent or offensive (text, image or sound)
- Participation in any activity which violates licensing or copyright law
- Copying of sound recordings or film (including use of such material in presentations, broadcasts, websites). Permission from the rights holder has to be sought for such use
- If customers access information or receive information accidentally that is illegal or will cause offence they must disconnect immediately

- Any activity which seeks to gain unauthorised access to the Library network or any external networks, or any activity which seeks to damage or destroy computer hardware, peripherals, software or data belonging to the Library or any devices connected to the Wi-Fi network
- Use of the Internet for any threatening or illegal activity, e.g. libel or personal harassment or phishing, spam or nuisance activity
- Causing a disturbance whilst using a computer, Wi-Fi or a plug-in point or whilst waiting for a computer or access to a plug-in point
- Eating or drinking when using the computers.

Conditions of access to library computers
Customer access to the Public Computers is subject to acceptable use as defined in this policy. Children under 8 years of age must be accompanied by a responsible adult at all times when using the Internet service.

Conditions of access to Wi-Fi
We strongly recommend that parents or guardians supervise their children's use of the Wi-Fi service.

Devices may be blocked if misuse is detected as set out in this policy.

Customers must not use the Wi-Fi in an unreasonable or excessive way. Limits may be applied to manage download levels or length of access available.

Conditions of use for portable digital devices:
Devices can only be plugged into mains sockets which have been identified or as directed by a member of library staff. PCs may not be used to power portable devices and users must provide their own power cable. Access to power sockets may be time limited dependant on demand by other customers. Power leads should not trail across walkways. In the event of a fire alarm the device should be unplugged immediately and taken with you.

The user is responsible for the safety of their own equipment and for any damage which may be caused to it or to library facilities resulting from its use. The Guille-Allès Library accepts no liability for any immediate or subsequent damage or problems relating to portable digital devices. Library staff cannot be responsible for handling or storing portable digital devices.

Storage
Customers are responsible for saving work to a removable device, typically a memory/USB stick; alternatively, customers should email work in order to save a copy. Customers should be aware that some makes of memory/USB stick may not be accepted by the public PCs.

Disclaimer
The Guille-Allès Library cannot guarantee that any transactions conducted over the Internet will be successful and accepts no liability for any goods or services requested or any breach to personal data. Neither will we accept any liability for identity theft that occurs during use of the Public Computers or Wi-Fi.