



<b>Policy Type:</b>	Administrative
<b>Date Adopted:</b>	12 May 2009

<b>Policy No:</b>	<b>CS416 (NEW)</b>
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<b>Legal (Parent):</b>
1. Local Government Act 1995 Section 2.7(2).

<b>Legal (Subsidiary):</b>
1.

ADOPTED POLICY	
<b>Title:</b>	<b>PUBLIC ACCESS TO THE INTERNET AND COMPUTER FACILITIES AT LIBRARIES</b>
<b>Objective:</b>	<b>To provide guidelines for the appropriate use of the internet service and computer facilities at the City of Canning libraries.</b>

### 1.0 Policy Statement

The City of Canning Library Service strives to develop resources and collections that meet the varying educational, informational, cultural and recreational needs of the community. The City believes that the provision of effective and up-to-date on-line services is an integral part of meeting the community's needs. The City of Canning aims to provide a relevant on-line service to library patrons, whilst ensuring that the City is not legally compromised in providing the access.

### 2.0 Provision

Computers and printing facilities shall be provided in libraries, to facilitate internet access and document creation for patrons.

### 3.0 Internet Content

3.1 Library patrons should be aware that:

- (a) the internet changes daily;
- (b) errors and the intentional provision of misinformation does sometimes occur on the internet; and
- (c) information accessed from the internet may not have been verified or come from a reliable source.

3.2 The City accepts no responsibility for:

- (a) the accuracy of any information sourced via the internet;
- (b) the availability of any internet site at any time and cannot guarantee the availability of any website during the time booked;
- (c) the security of any information transmitted via the internet by any person using a library computer;

3.3 The City of Canning does not guarantee or accept any liability for the retrieved information's accuracy, authoritativeness, timeliness, or usefulness for a particular purpose. The City shall have no liability for any direct or indirect consequential damages related to the use thereof.

3.4 While the City provides access to the internet, it does not monitor or control information made available through the internet and cannot be held responsible for its content. Internet content filtering is not provided on any library computer. As with all other library materials, restriction of a child's access to the internet is the responsibility of the parent or guardian.

3.5 The City reserves the right to block access to specific websites. The addition and/or removal of sites from the City's 'blocked list' shall be at the discretion of the Manager Library Services.



#### **4.0 Software**

- 4.1 The City may provide software on library computers for document creation purposes. The software installed shall be at the discretion of the Manager Library Services.
- 4.2 The City accepts no responsibility for the compatibility of the installed software with any electronic document, which a library patron may wish to access using a library computer.
- 4.3 Patrons are not permitted to install or use their own software programs on library computers.

#### **5.0 Patron Access/Use**

- 5.1 Access to library computers shall be:
  - (a) free of charge to registered borrowers;
  - (b) at a fee to non-registered borrowers. The fee shall be in accordance with the Schedule of Fees and Charges adopted by the City.
- 5.2 Children under 16 years must have permission from a parent or guardian before accessing a library computer. If a child under 16 is a registered borrower, permission granted by the parent/guardian shall be recorded on the child's borrower record to facilitate access.
- 5.3 A registered library member with a debt recorded on their library membership record must settle the debt prior to accessing a library computer.
- 5.4 Internet access and computers provided at the City's libraries may be accessed either with, or without, an advance booking. The extent of time a computer may be used by a library patron shall be at the discretion of the Manager Library Services.
- 5.5 Printing facilities at the City's libraries are available for library patrons, subject to payment of the relevant fee. The fee shall be in accordance with the Schedule of Fees and Charges adopted by the City and shall be subject to the following:
  - (a) The relevant fee must be paid for before printing occurs; and
  - (b) Refunds shall not be granted for printing which is subsequently judged by the user to be unwanted.
- 5.6 The City will not tolerate library patrons accessing, viewing, or transmitting internet content which is objectionable, illegal, or inconsistent with community standards of decency. Any library patron doing so will have their access to library computers suspended in accordance with Clause 7.0 of this Policy.

#### **6.0 Downloading data**

- 6.1 A library patron may download data to an external storage device(s), to the extent that the device is supported by a library computer. Such storage devices shall be supplied by the library patron at their expense.
- 6.2 A library patron shall not store any downloaded data on a library computer. The City accepts no responsibility for the preservation, security or accessibility of any data downloaded.
- 6.3 Library patrons shall be responsible for ensuring their own compliance with the WA Censorship Act 1996 when downloading data and printing copies. The City accepts no responsibility for the infringement of copyright or licensing provisions by any library patron when downloading and/or printing data from the internet.



## **7.0 Suspension of access to library computers**

- 7.1 A library patron may have their access to library computers suspended due to:
- (a) modifying or attempting to modify the settings and software on a library computer;
  - (b) breaching or attempting to breach the security systems of the computing systems operated by the City, or any other individual, organisation or agency;
  - (c) accessing, viewing, or transmitting internet content which is objectionable, illegal, or inconsistent with community standards of decency;
  - (c) using library computers for communications to others which is judged to be a form of bullying or harassment;
  - (d) Making available or transmitting restricted material to a minor.
- 7.2 Any suspension shall be issued in writing and for such period of time as deemed appropriate by the Manager Library Services.