



# INTERNET PUBLIC USE POLICY

**POLICY TYPE:** Administrative  
**POLICY NUMBER:** GRC 0023  
**RESPONSIBLE OFFICER:** Director Community & Corporate Services  
**DEPARTMENT:** Community & Corporate Services

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## 1. BACKGROUND

Goondiwindi Regional Council maintains Internet terminals for public use at the **Goondiwindi, Inglewood** and **Texas** libraries, subject to its Internet Public Use Policy. And if you make use of this service, then you agree to the following terms and conditions.

## 2. DEFINITIONS

N/A

## 3. POLICY STATEMENT

By using the Library Internet Service, users release and discharge the Goondiwindi Regional Council from any liability that might arise from the use of the service including liability in relation to defamatory or offensive material or any breach of copyright that may occur as a result of use.

The library is not responsible for restricting available content or supervising Internet use. Persons under the age 18 must have parental supervision, before access is available. Some material available on the Internet is unsuitable for minors. Parents/guardians/carers must assume responsibility for supervision or restriction of access to the Internet when a user is under the age of 18 years. Consideration will be provided to minors who are living independently.

Users should be aware that downloading of illegal information from the Internet could lead to prosecution.

## ***General Policy and Procedure***

### **3.1 Content**

- 3.1.1 The library cannot guarantee the quality of information on the Internet. It is the responsibility of the user to determine the validity, quality and relevancy of the information accessed.
- 3.1.2 The Council accepts no responsibility for any damages, direct or indirect arising from the use of the Internet.
- 3.1.3 The library cannot ensure access to sites on the Internet, waiting times may be long and connections to all sites cannot be guaranteed.

### **3.2 Copyright**

- 3.2.1 Much of the material (including software) available on the Internet is copyright. Users must not breach copyright in material available on the Internet. A copyright owner is entitled to take legal action against a user who infringes his or her copyright. Unless otherwise permitted by the *Copyright Act 1968*, unauthorised copying of a work in which copyright subsists (including digital copying) may infringe the copyright in that work.

### **3.3 Access**

- 3.3.1 The library Internet Service is available at the Goondiwindi, Inglewood and Texas branches during library opening hours.
- 3.3.2 The following services may be accessed from the library Internet service:
- World Wide Web pages
  - Electronic journals and texts
  - Library catalogues
  - E-mail (where users know the Internet address of their account or through free services such as 'Gmail').
  - Discussion lists
- 3.3.3 Information saved on to Public Access machines can and may be erased at any time, Users are advised to use USB memory sticks to store any personal information and not the Hard Drive of the computer.
- 3.3.4 Some of the computers in the library have soundcards, users are asked to consider other library patrons or use headphones provided to ensure minimal disruption to other library patrons.
- 3.3.5 Our electronic mail and World Wide Web services are not secure (private) from, for instance, hackers. Therefore, users should be careful submitting personal details or other information that could have the potential to be misused.

### **3.4 Bookings**

- 3.4.1 To maximise Internet availability and to ensure fair access for all clients, the following booking guidelines apply:
- Internet terminal may be booked for a maximum of 30 minutes for use of Internet or CD applications (no consecutive bookings).
  - Bookings may be made at the library or by telephone, during library opening hours.
  - Bookings may be made up to seven days in advance.

- A delay in arrival (of up to 10 minutes) for a booking may lead to loss of session.
- A maximum of two people may use the computer per session.
- Users must vacate their work station once their allotted time is finished.
- Users will be notified when possible if the equipment is unavailable for use.

### **3.5 Staff Assistance**

3.5.1 Library staff can provide a maximum of ten minutes assistance for Internet enquires and training. Library staff do not provide in-depth Internet or computer training. However, staff may provide extra assistance if time permits.

### **3.6 Public Conduct**

3.6.1 Any equipment malfunction should be reported to library staff immediately. Users should not attempt to 'repair' hardware or software problems. Users may not use their own personal software on library computers, or attach equipment to the library's hardware - except USB Memory cards to access saved information, after approval from library staff.

3.6.2 Unacceptable conduct that may lead to the suspension of library privileges includes:

- Destruction of or damage to library equipment and software license infringement
- Attempting to modify or gain access to files, password or data belonging to others
- Display of offensive or inappropriate material
- Unauthorised monitoring of electronic communications
- Harassment, slandering or libelling of other clients

3.6.3 If a decision is made to suspend Internet library privileges notice will be given in writing to the user or their guardian, and the library reserves the right to eject patrons engaged in unacceptable usage.

### **3.7 Downloading**

3.7.1 Users must not download software from the Internet onto the library computer. Unauthorised software must not be executed on the library computer.

3.7.2 Downloading is possible on to users own USB Memory Sticks.

3.7.3 Data downloaded from the Internet may contain viruses. Every user is responsible for maintaining virus-checking software on their home computer.

### **3.8 Printing**

3.8.1 Colour or black / white printing is available from the Internet. The costs associated with printing are as budgeted and set out in the Schedule of Fees and Charges for the current financial year.

The internet user's attention is drawn to the sign(s) displayed at each library indicating current charges.

3.8.2 Users are responsible for planning time on the Internet, this especially applies to printing. Large print jobs should not be commenced at the end of a session.

#### **4. PURPOSE & OBJECTIVES**

The objective of Goondiwindi Regional Council's Library Service is to provide its community with access to information. Providing access to the Internet supports the library's objective to maintain a high quality of service utilising new forms of information technology.

The library may censor access to material either in the library or on the internet and use of the internet / public access PC's means you agree to this condition.

The library seeks to address the concerns of parents and the community by placing Internet computers in full public view.

#### **5. REVIEW DATE**

October 2021

#### **6. RELATED DOCUMENTS**

- *Copyright Act 1968*