# PUBLIC ACCESS COMPUTERS AND INTERNET POLICY

## CONDITIONS OF USE

**Hobsons Bay Libraries offers free computer and Wi-Fi access to library members. By logging on to the computers and Wi-Fi, customers agree with the following terms and conditions.**
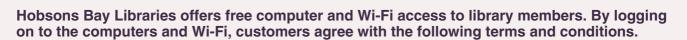
### GENERAL SCREEN USE

All branches provide computers with basic software, including Microsoft Office, printing facilities and Internet access.

Antivirus software and web filtering software is used to protect the computers. Access to certain websites including gambling, sex and nudity, anonymizers, malware, shareware and freeware is restricted.

Library members only can use the computers. Customers wishing to use computer facilities with no address verification can become web members. This limited membership allows for computer and printing use only.

Customers must complete the 'Computer access consent' section on membership form in order to use the computers.

Those under the age of 18 should have the form signed by parent/guardian or adult responsible. Library staff can support customers by providing basic advice, or information about relevant training classes. To maintain privacy; staff are unable to provide advice or assistance with personal transactions relating to financial, legal, medical or professional matters.

The library reserves the right to limit downloads, and may restrict access to certain sites, including content streaming services, to ensure equitable access.

Council does not accept any liability and is not responsible for any loss or damage occurring from the use of these facilities including the authority and reliability of websites or online content, service interruptions, technical problems, transmission of computer viruses or damage to customers' hardware or software.

### BOOKINGS

Computer bookings can be made in advance, for a maximum of two hours per day.
Additional hours can be requested if available.
Bookings are automatically cancelled if the customer has not arrived within 10 minutes of the scheduled start time.
Those with outstanding charges over $5 won't be able to access the computers.
All computers will log-off automatically five minutes before the library closes.

Hobsons Bay COUNCIL+ | Hobsons Bay LIBRARIES | HOBSONS BAY CITY COUNCIL

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### PARENTAL PERMISSION & SUPERVISION

Internet use by children under the age of 18 years is the responsibility of the parent, guardian and/or responsible adult.

### PRINTING

Customers add credit to their library cards via a DIY Kiosk for printing.
Print jobs are released from the print station using a library card Non-members can use the printing facilities, ask staff for assistance Web printing from your personal device is available Black and white or coloured printing are available.
Customers cannot use their own paper.

### RESPONSIBILITIES OF MEMBERS

Anti-virus, security and privacy protection is the responsibility of the wireless user.
Treat computer hardware and software with care.
Any work saved on a hard drive or desktop is automatically cleared at the end of session.
Save work regularly onto a USB. Use the software provided only, please don't attempt to make changes to the setup or configuration of computers or install software applications.
Do not send, receive or display material that may be reasonably considered obscene or offensive. Material accessed must be acceptable for viewing in a public space. Use headphones when playing sound files to ensure minimal disruption to other customers, these are available for purchase.
Report any technical issues to library staff.

### PRIVACY

Anti-virus, security and privacy protection is the responsibility of the wireless user. Treat computer hardware and software with care. Any work saved on a hard drive or desktop is automatically cleared at the end of session. Save work regularly onto a USB. Use the software provided only, please don't attempt to make changes to the setup or configuration of computers or install software applications. Do not send, receive or display material that may be reasonably considered obscene or offensive. Material accessed must be acceptable for viewing in a public space. Use headphones when playing sound files to ensure minimal disruption to other customers, these are available for purchase. Report any technical issues to library staff.

### INAPPROPRIATE USE OF THE LIBRARY PCS, INTERNET & Wi-Fi

Hobsons Bay Libraries aims to create a safe and enjoyable environment for the community, therefore, action will be taken if customers breach conditions of membership.

**Hobsons Bay Libraries October 2022**