

Response to Request for Information

Reference FOI 000430
Date 12 September 2016

Acceptable Use Policy – Internet from Libraries

Request:

I am seeking a copy of the Acceptable Use Policy made available for users of computer facilities in public libraries in your local authority, preferably in electronic format.

[In answer to your above question, please see our “public access to the internet from libraries – conditions on use” policy provided on the next page.](#)

Public access to the Internet from libraries - Conditions of Use

Membership

You must be a member of the library before they can use the Internet facilities.

If you are under 16, you must obtain your parent's or guardian's permission.

Your parent/guardian must sign a declaration agreeing to the Conditions of Use.

Pornographic and other undesirable material

You are not permitted to retrieve, view, read, transmit, distribute, circulate or sell any pornographic, sexually explicit, obscene or offensive material and may not transmit communications of a discriminatory or harassing nature using the Internet connection at any of our libraries.

Computers in our libraries use filtering software to help prevent access to the majority of undesirable or objectionable sites. The software is updated regularly to include new sites, but like other products, cannot provide 100% control or guarantee to block all sites due to their constantly changing nature and locations.

Should you accidentally encounter a site you think should be blocked, please inform library staff of its location address and the reason you think it should be blocked. Staff will then arrange to review the site.

Parents and guardians are responsible for monitoring material accessed their children.

Computers and software

You must not make any attempt to damage computer equipment or software, must not make any attempt to change hardware, software, set-up or security systems on the computers. You must not use any computer for illegal or criminal purposes.

You must not use our computers to deliberately propagate any virus, worm, Trojan Horse, or trap-door program code, and must not disable or overload any computer system or network, or attempt to disable, defeat or circumvent any system intended to protect the privacy or security of another user.

Adult users must not use those computers allocated for use by children unless they are acting in a supervisory role with their children.

Children must only use those computers allocated to them. With approval from their parents or guardians, users aged 11 or over may use computers allocated for adults.

Users must not use the PCs for commercial purposes.

You must not use library computers to view live TV broadcasts as we are not licensed for this.

Downloading and the use of memory devices

You may use your own discs, CDs, DVDs or flash drives to save or download work to. Your memory device will automatically be scanned for viruses when inserted.

Copyrights

It is your responsibility to respect copyright laws and licensing agreements. Work protected by copyright may not be copied without permission of the owner.

You may not knowingly use libraries computers to download or distribute pirated software or data.

Live TV

Users must not use library computers to view live TV broadcasts as libraries are not licensed for this.

Financial transactions

You may, at your own risk, use our Internet connection to order goods and services.

We will not be held liable in any way for complaints, enquiries, loss, damage or any claim whatsoever arising from third party transactions.

You may not subscribe to any services, which incur a cost to the library or Council.

Non-compliance

Any infringement of the Conditions of Use by you will result in the termination of any current session.

Future use of the facilities will be denied, and you may also face prosecution.

Legislative requirements

It is a user's personal responsibility to comply with the following legislation:

- [Data Protection Act 1998](#)
- [Computer Misuse Act 1990](#)
- [Copyright Design and Patents Act 1988](#)
- [Obscene Publications Acts 1959](#)
- [Obscene Publications Act 1964.](#)

[NOT PROTECTIVELY MARKED]

I would also like information as to who was involved in writing the Acceptable Use Policy, preferably in electronic format.

This was completed by Robert Johnson (Chief Librarian) and signed off by the legal team.