



**LIBRARY COMPUTERS AND WI-FI  
ACCESS**

**CONDITIONS OF USE FOR ADULTS**

**Revised March 2016**

This document sets out the conditions under which adults (those aged 16 or over) may use Libraries NI computers or Wi-Fi.

## **1. Introduction**

Libraries NI provides access to computers and other devices and to networks including a Wi-Fi network as part of its service to customers. It recognises that access to computers and the internet supports the aim of providing access to information and a learning network. It is also part of the library's role as a community hub.

Access to the internet is filtered in line with these conditions of use and our byelaws.

## **2. Who can use the computers/Wi-Fi?**

Access to computers and Wi-Fi is free of charge for library members.

If you are not a library member, and do not wish to join, you will be asked for proof of identity (name) and to pay for internet use.

## **3. How do I use a library computer or Wi-Fi?**

3.1 You can book a session in advance or just call in.

When you become a library member you will receive a library card and a Personal Identification Number (PIN). You will need these to access our computers or Wi-Fi.

3.2 Staff are available to support your use of our services.

## **4. Unacceptable use of library services**

4.1 We would ask you to be aware of the needs of others who are also using the computers, respect their privacy and to behave in a manner that doesn't disrupt their use and enjoyment.

### **4.2 The following activities are considered unacceptable use of library services**

You must not use the Libraries NI computers or Wi-Fi to:

- access, view, download, display, copy, create, store, transmit or publish any material that constitutes pornography or which is unlawful, pornographic, obscene, paedophilic, racist, abusive, defamatory, violent or which otherwise could reasonably be considered offensive;
- facilitate or participate in criminal activity;
- gamble;
- intimidate or harass anyone;
- send Spam or Phishing emails;
- attempt to have an adverse impact on the network;

- attempt unauthorised access to other computers or networks;
- try to upload or download a virus or hacking programs into the system; and
- download any software to the computer or violate copyright or software licences.
- attach any personal equipment, other than headphones and memory sticks, to the computer.
- damage the equipment or attempt to breach system security; and
- modify the contents of any computer (even if the change is temporary) and by so doing:
  - Impair the operation of any computer;
  - Prevent or hinder access to any program or data held in any computer; and
  - Impair the operation of any such program or the reliability of any such data.

## **5. Monitoring and dealing with misuse**

- 5.1 Our system software will automatically keep a log of the use made of computers or Wi-Fi including all internet sites accessed. We may monitor your use of computer in order to plan better services and to ensure you keep to the Conditions of Use policy. We will not use personal information for any other purpose or divulge it to other people or organisations in accordance with Data Protection legislation.
- 5.2 If you do not comply with these Conditions of Use your session will be terminated, you may be asked to leave the library, and you may be refused access on a temporary or permanent basis. Where the action constitutes an offence under the Computer Misuse Act 1990 or other criminal law this will be reported to the appropriate authorities and you may be subject to criminal proceedings.

## **6. Charges**

If you are not a library member there is a charge for the use of these facilities. There is no charge for use of computers or Wi-Fi for library members. There is a charge for printing.

## **7. Other Conditions of Use**

- 7.1 We will work to ensure that your experience online is good. However there are a number of actions which we recommend users take.
- You should be aware that you may encounter material that you may find objectionable. You are urged to treat information found on the internet with caution. You should be careful when accessing new sites. We recommend you use Libraries NI quality assured resources for your information needs.

- You cannot save to the computer's hard drive, so if you wish to save your work you must use a memory stick or similar device. We recommend that you are cautious about sending confidential documents.
- We use a security product to 'clean' computers after each user logs off. However it is important that you log out of all applications (including minimized internet icons). Then go to the start button and click on log off
- We recommend that you never save passwords on library computers or click on 'log me in automatically' because the next user may see and use them if you have not logged out properly.
- If you are using a mobile device in or near an area designated for children you will be asked to move to an adult area. This is aimed at ensuring the safety of children.
- There should be no more than two people at any computer at the same time. This ensures the privacy and comfort of all computer users.

7.2 While we make every effort to ensure our computers are virus-free, we can take no responsibility for damage caused or work lost as a result of any failure in our system however it is caused.

There will occasionally be problems, sometimes outside our control, which result in network failures. We recommend that you exercise care through, for example, saving work as you go along and ensuring you do not inadvertently purchase something twice.

Libraries NI cannot be held responsible for any losses resulting from sending confidential financial information via the internet.