

POLICY NO.	A.15
POLICY SUBJECT	Library – Personal Use Computer
ADOPTION DATE	31 October 2002
LAST VARIATION DATE	30 November 2017 (C.17/1117)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Policy Objective

To provide conditions of use and equity of access for the Library's Public Use Computers.

Policy

1. The Shire of Bridgetown-Greenbushes Public Library provides in-house public use computers for the following purposes:
 - To search the library catalogue
 - To provide access to the Internet
 - Some word processing and other computer services
2. Users are required to "sign on" to use a computer at the Help Desk and to "sign off" at the end of the allocated session time.
3. A user may make an advanced booking for use of a computer at a predetermined time. If a user is more than 10 minutes late for a booking, the booking is forfeited and the remaining time may be allocated to another user.
4. Continuous access during the time booked cannot be guaranteed, due to the possibility of technical interruptions beyond the Libraries' control.
5. Users are not permitted to modify the installed hardware or software in any way, for example, removal of a tool bar or icon.
6. The Library will not be held responsible for the security or privacy of content left on the public use computers by users. It is the user's responsibility to remove any content at the completion of a booking session.
7. The following Disclaimer applies to the Library's Public Use Computer Facilities:
 - The Shire of Bridgetown-Greenbushes has no control over the information accessed through the Internet and cannot be held responsible for its content.
 - A person must not use a computer service to transmit, obtain possession of, demonstrate, advertise or request the transmission of an article knowing it to contain objectionable material (*WA Censorship Act 1996*, s.101). The Shire of Bridgetown-Greenbushes is not responsible for any access points reached.
 - A person must not use a computer service to transmit restricted material to a minor or make restricted material available to a minor (*WA Censorship*

Act 1996, s.3). Supervision or restriction of a minor's access is the responsibility of the parent or guardian.

- The Shire of Bridgetown-Greenbushes does not guarantee or accept any liability for the information's accuracy, authoritativeness, timeliness, or usefulness for a particular purpose. The Shire of Bridgetown-Greenbushes shall have no liability for any direct or indirect or consequential damages related to the use of the information contained therein.

(A Notice including the above Disclaimer will be displayed beside the Public Use Computer Facilities when this Policy is adopted).

8. The written consent of the parent/guardian is required before a minor is permitted to make Internet facility bookings. A copy of the Consent Form is attached as Appendix A.
9. Library Membership is not a prerequisite for use of these facilities.
10. If insufficient space is available to enable groups to use the Library's Public Use Computers, a maximum of two (2) public users at any computer at one time is permissible. This policy may be varied at the discretion of the Library Officer on duty.
11. Clause 9 of this Policy notwithstanding, users are to respect the privacy of others using these facilities. Any user who disregards the privacy of another may be asked to leave the Library's Public Use Computer area without notice.
12. Any user who disregards this Policy may be prohibited from using the Library's Public Use Computer Facilities.

PARENT / GUARDIAN'S PERMISSION FOR A CHILD TO USE THE LIBRARY'S PUBLIC USE COMPUTER FACILITIES

Public-use Internet facilities are available at the Library to enable members of the public to access electronic information sources. This service is free of charge.

It should be noted, however, that the Library has no control over information accessed through the Internet and cannot be held responsible for its content.

Supervision or restriction of a child's access to the Library's Public Use Computer Facilities is the responsibility of the parent or guardian.

Your child has asked to use this facility. Prior to arranging bookings, we require your written consent as indicated below. We also encourage you to accompany the child when they visit the Library to use the facility. Children under the age of 6 must be supervised by an adult.

For further information, please contact the Library on Tel. 97612503.

Parent / guardian's consent For a minor (a person under 18 years of age) to use Shire of Bridgetown-Greenbushes Library's Public Use Computer Facilities	
Child's Name:	
Date of Birth:	
Address:	
(Print) Name of parent/guardian signing this form:	
Contact Telephone No.	
I hereby give my consent as parent/guardian for my child to use Shire of Bridgetown-Greenbushes Public Library's Public Use Computer Facilities	
Signed:	Date: