

Internet Acceptable User Policy (on screen as people book on)

Introduction

Hull Libraries provide access to a wide range of resources, including those available from the Internet, in its role as a provider of information and promoter of educational, recreational and lifelong learning opportunities to the whole community. The following policy details the conditions governing the use of the Internet and other library ICT equipment by members of the public.

1. Access

1.1 Internet access and web-based email is free for all users but charges will be made for disks and printouts. Disks-50p. Printouts-10p for b/w, 50p full colour, CD-R's-£1.00p, CD-RW's-£1.50p.

1.2 A booking system operates at all sites, with sessions varying from a minimum of 10 minutes (for email) to a maximum of 60 minutes. Users may book one session per day, at the discretion of the library officer.

1.3 Booked sessions will be held open for 5 minutes after which time they will be forfeited.

1.4 Cancellations must be notified to the library in advance.

1.5 Users must produce their library membership cards when using the Internet.

1.6 Users must agree to this Internet Access Agreement prior to using any public access point. (see para.3.3)

1.7 If the public access point is available users may request immediate access.

1.8 Sessions may be booked up to one week in advance (only certain machines apply).

1.9 Users **must not** book onto computers using other people's tickets and pin no's.

1.10 Users are responsible for logging-off from their Internet session. You will be given a ten minute and then a two minute warning that your session is about to finish.

1.11 Assistive technology equipment is available on the ground floor of the Central Library for users with special needs.

2. Security

2.1 The Internet is not a secure medium, and third parties may be able to obtain information regarding users' activities.

For further information please see our leaflet 'Tips for Staying Safe on the Internet'.

3. Misuse

3.1 Any user who interferes with software, hardware or associated IT equipment will be barred from subsequent use of any of the library service's IT facilities.

3.2 Users are not allowed to upload their own software on to any library computers, or to download software to the hard disk.

3.3 The library service reserves the right to refuse further Internet access to any individuals accessing or distributing materials that are or are deemed by the library officer to be illegal or unacceptable or have the potential to offend or disturb others, particularly violence or pornography, and materials which could incite hatred or discrimination on the basis of race, religion, gender or sexual preference.

N.B. Notwithstanding the terms of the Data Protection Act, it is the library staff's legal responsibility to report to the police any user found accessing sites which use or portray children in pornographic images.

Your session can and may be monitored and random checks will be carried out.

Internet access is monitored and random checks made on sites visited, these can be traced back to a specific user on this PC.

Whilst every effort is made to secure the computers from virus's the Library Service can not be held responsible for any virus infection that may be traced back to our computers.

4. Use by children and young people

4.1 The Library Service cannot be held responsible for any information or sites accessed on the Internet. Parents or guardians must sign the Internet Access Agreement on behalf of their children and assume responsibility for deciding what Internet sites are appropriate.

4.2 Children aged 9 and below must be accompanied by a parent, guardian or responsible adult.

4.3 Children and young people aged 10-15 inclusive may access the Internet without an adult present provided that a parent or legal guardian has signed a consent form on their behalf.

4.4 Children should be aware that adults may try to approach them via the Internet and are advised against divulging personal information about themselves.

For further information about using the internet safely, see our leaflet 'Stay Safe Online@ Hull Libraries'.

5. Disclaimers

5.1 The Internet is a global electronic network and the Library Service is not responsible for the accuracy, validity, legality or usefulness of information accessed and retrieved.

5.2 The Library Service accepts no responsibility for technical malfunctions that may prevent access to the Internet.

6. Data Protection and Copyright

6.1 The Library Service is bound by the regulations of the Data Protection Act 1998 and will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation of the library. (see para. 3.3)

6.2 All adult users and the parents or guardians of users aged 15 and under will be responsible for the use of information retrieved under the provisions of existing copyright legislation.

Although CD-writers are available on some PC's it is illegal to download some music, games and images from the internet. The copying of music from cd's is also not permitted. The downloading of file sharing programs such as emule, is also not permitted. Users caught downloading software such as emule will be warned the first time and henceforth barred from using the p/c's if any other infringements occur. (If on the first occasion the download has been found to introduce a virus onto our system, then you will be automatically barred from using our facilities). It is the users responsibility to ensure that no contravention of the Copyright, Design and Patent Act 1988 is committed.

Please note that ANY infringement of this policy may result in users being refused access to this facility.

Review

This policy will be reviewed annually.

Date of last review December 2005.