

Policy Type	Corporate
Function	Arts and the Library
Policy Owner	Manager Community Development
Policy Contact	Manager Library
Review Schedule	36 Months
Resolution No.	1426565

1. Purpose

This policy provides a formally endorsed framework for Computer, Internet and WIFI services provided through the Burdekin Shire Council Libraries.

2. Scope

This policy applies to all people at Council's libraries accessing the public computers, WIFI service, or internet service.

3. Exceptions

Nil

4. Definitions

Libraries – any library facility managed by Burdekin Shire Council

Public computers – any fixed or moveable device accessing internet content and other computing services managed for public use by the Libraries.

Internet service includes internet access provided by the Libraries through WIFI or networked computers

WIFI – a facility allowing computers, smartphones, or other devices to connect to the Internet or communicate with one another wirelessly within a particular area. For this policy WIFI will mean the Burdekin Shire Council Library WIFI.

5. Objectives

The objective of this policy is to promote responsible and equitable use of computers and Internet in the Burdekin Libraries being consistent with library policies and National, State and Local laws.

6. Policy Statement

To ensure equitable access to the Internet and efficient use of resources, Burdekin Library reserves the right to establish terms and conditions for this use and to modify these terms and conditions when and where appropriate.

By using the Library's Computer or Internet service, users agree to these terms and conditions contained in the "Terms and Conditions for Computer and Internet Access" available to the user prior to accessing the services.

By using the Library's electronic resources including the Internet service, users release and discharge the Burdekin Shire Council and its employees from any liability which might arise including, but not limited to, loss of data, loss of privacy, offensive or inaccurate material, or damage from viruses and malicious code.

Users should be aware that the downloading of illegal information from the Internet could lead to prosecution.

6.1 Censorship

In line with the statement by the Australian Library and Information Association on online content regulation, Burdekin Libraries do not filter or censor internet content. Powers of censorship are vested with Australian Federal and State governments. Any complaints about internet content must be addressed to the Australian Communications and Media Authority.

6.2 Copyright

Much of the material (including software) available on the Internet is under copyright. Users should be aware that, unless otherwise permitted by the Copyright Act 1968, unauthorised copying of a work in which copyright subsists (including digital copying) may infringe the copyright in that work. A copyright owner is entitled to take legal action against a user who infringes his or her copyright.

6.3 Risks of Access

- The Libraries are not responsible for filtering Internet content or supervising Internet use. Some material available on the Internet is unsuitable for minors. When a user is under the age of 18 years, supervision or restriction of a child's access to the Internet is the responsibility of the parent/caregiver.
- The internet enables access to material that is offensive and objectionable to many members of the public. The library service cannot protect clients from information they may deem offensive. The library seeks to address community concerns by placing public computers in full public view.
- The internet is a largely unpoliced domain and internet services are not secure. Therefore, users should exercise caution when submitting personal details or other information that could have the potential to be misused.
- Users should be aware that communications over a wireless network are not secure. Information sent from or to a wireless connected device can be captured by anyone else with a wireless device and appropriate software.
- The Libraries cannot guarantee the quality of information on the Internet. It is the responsibility of the user to determine the validity, quality and relevancy of the information accessed.
- Data downloaded from the Internet may contain viruses. Every user is responsible for maintaining virus-checking software on their home computing or portable equipment.

6.4 Conduct

Any computer issues should be reported to Library staff immediately. Users should not attempt to 'repair' hardware or software issues.

Unacceptable conduct may lead to the suspension of Library Internet privileges.

Unacceptable conduct includes, but is not limited to:

- Destruction or damage to Library equipment or software
- Licence infringement
- Attempting to modify or gain access to files, passwords or data belonging to others
- Executing unauthorised software on the Library computers.
- Display or downloading of offensive or inappropriate material
- Behaviour that causes disruption to other users including not using headphones when accessing sites with sound.
- Illegal, criminal or anti-social (intimidation, harassment, bullying) internet use
- Use of the Libraries' facilities to conduct a business
- Use of the Libraries' facilities for any illegal activity
- Abuse of, or threats to library staff
- Refusal to vacate a public computer when a booking has expired.

Abuse of posted terms and conditions will be subject to sanctions at the discretion of the Library Manager. Library staff will determine what constitutes a violation of this policy or the posted terms and conditions.

6.5 Fees and charges

Council may from time to time levy charges for use by non-members. Charges may be levied for printing and other consumables. Fees and charges are reviewed annually and are available from library staff or in the Burdekin Shire Council Schedule of Fees and Charges on the Council's website.

6.6 Privacy

The State Government's *Information Privacy Act 2009* requires the Burdekin Library to uphold the privacy of clients. We therefore do not actively monitor information or sites accessed by users of Burdekin Library's Internet connection. Personal information gathered by Burdekin Library is used only for the purposes for which it was originally gathered and is not disclosed to any external party, unless this is lawfully required or unless such disclosure is necessary to counter a serious threat to individual or public safety.

7. Legislation

Local Government Act 2009

Information Privacy Act 2009

Copyright Act 1968

Broadcasting Services Act 1992

8. Related Documents

Document Title	Description

9. Document History

Revision Number	Revision Details	Approved By (Officers Name)	Resolution Number	Date
3.0	Adopted	Ordinary Council Meeting	1426565	28/11/2017