Acceptable Use of Computers in The Orkney Library & Archive

1. Introduction

The Orkney Library service is delighted to provide access to the Internet and other information technology, to support the educational, recreational and cultural needs of the community.

The Internet

The Internet enables access to valuable information resources in many different formats. The Library and Information Service does not deny legitimate access to information by any member of the public, but recognises that such a resource may be open to misuse and abuse. The following policy has been produced in order to safeguard the interests of the library service and the community it serves.

2. The Internet & Your Responsibility

The internet contains valuable and interesting material but some information may be out of date, controversial and offensive and illegal. The authority has no responsibility for quality, accuracy and availability of information.   As a user, therefore, it is your personal responsibility to ensure the accuracy of information you discover. The Orkney Library & Archive assumes no liability for any loss, damage or injury, direct or indirect, suffered as a result of using ICT resources.

3. Conditions of Access

Membership

Access to computers in The Orkney Library & Archive is available to all.

All users will be asked to confirm that they have read the 'Acceptable Use of Computers in The Orkney Library' document and agree to abide by its terms and conditions before access is given.

Children and Young People

Children and Young People under the age of 16 will be allowed access to the computers provided that a parent or legal guardian has signed a consent form which **must be signed in the Library**. Children under 10 years must be accompanied by a parent/legal guardian. When PCs are busy in the children's area they may use one in the adult section.

Cost

The use of computers in The Orkney Library & Archive is free of charge to library members. However, other charges may be applied to computer usage. These are for portable storage and printing. See notices for details. Users are responsible for **all** print requests. Further charges may be introduced as necessary

Booking a computer session

Sessions may be booked in advance, up to seven days ahead, by telephone, by e-mail, by Netloan booking system , or in person.

Computers can be booked for 90 minutes per day for Orkney residents. However, Visitors are entitled to 60 minutes per day for a small charge.

You cannot use any membership card other than your own.

Subject to availability, some computers may be available for unbooked use.

No more than two people may use a computer at any one time at the discretion of library staff.

4. Your Session in Progress

Library staff will try wherever possible to help users in the proper use of the computers. However, as demand for computer access rises, staff may not always be able to give dedicated assistance.

All internet use is monitored using manual and electronic resources, this information may be used to take action if users do not abide by the AUP.

5. Security

Filtering

The Internet service will be filtered on all users of the library and the filtering policy applied within Orkney Islands Council will apply. Filtering mechanisms can be crude and may also eliminate material that is perfectly acceptable. The library service is willing to consider releasing any such site after careful checking.

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Use of an individual's own equipment or software is not normally permitted; exceptions can be made for adaptive technologies. Anti virus software is installed in all machines; however the Council is not liable for the introduction of viruses to personal equipment following the use of Council facilities.

Information from the Internet may be downloaded (within copyright restrictions) to portable storage. It is expressly forbidden for any member of the public to download and install (or install from CD-ROM or any other source media) any software whatsoever. To reduce the risk of computer virus infection all storage devices will be scanned automatically when placed in the appropriate drive and checked before the downloading of any information. This does not include new portable storage devices purchased in the library.

As these are shared PCs, it is strongly advised that you always logout of any website which you have logged into and NEVER save your password.

6. Prohibited Uses
The Orkney Library & Archive does not prohibit specific online activities as long as they are not considered to be illegal, offensive, obscene, abusive or troublesome to other computer users. However, users should be aware that risks are attached to some online activities:

- Broadcasting personal or private details over the network may lead to the receiving of unwanted mail or unwanted attention
- Some online activities (e.g. gameplaying) can seriously impact on the ability of the network to deliver other services. The Orkney Library & Archive reserve the right to restrict access to such services.
- It is prohibited to access, create or transmit material that is illegal, offensive, obscene, racist or likely to cause unnecessary offence or distress. What is considered offensive will be at the sole discretion of the Librarian. Users must respect the privacy of others and must not transmit information, photographs or images of another individual without their knowledge and consent
- Users must abide by Copyright law. Users should not transmit chain letters, spread viruses, or take part in activities including harassment, libel or fraud.

Users must not interfere with equipment, amend or delete existing software.

7. Penalties for misuse
Library staff will direct computer users to remove inappropriate images or text from the screen if, in the staff member's judgement, the image or text is displayed in such a way that other library users cannot reasonably avoid viewing it.

As well as the loss of computer privileges, other Council disciplinary options may be applied, including criminal prosecution.

Any contravention of the regulations outlined in the AUP will result in Internet facilities being withdrawn. Where it is suspected that a criminal act has taken place, the Council shall immediately refer an Internet user to the police and shall provide details to the police of all information accessed. In the case of contravention by an Internet user under 16, the parent or guardian who signed the consent form will be notified

8. Financial transactions
Online financial transactions are an increasingly common use of the internet and we would advise that these are carried out over secure connections. The Council cannot be held responsible for any loss resulting from sending confidential information via the Internet.

9. Personal safety
People may not be who they say they are, be careful in giving out personal information including address, phone number, email address, school or place of work. If an offer looks too good to be true it usually is. Do not open unsolicited emails.

This policy will be reviewed regularly to ensure that it remains timely and relevant.