

C.101-A Internet Public Use Procedure

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- CEO Chief Executive Officer
- MCCS Manager Corporate & Community Services
- MES Manager Engineering Services
- MFS Manager Financial Services

1 OBJECTIVE

Quilpie Shire Library and Quilpie Visitor Information Centre provide internet / wi-fi access to support the information, learning, recreational and cultural needs of residents and visitors. In providing this access, Quilpie Shire Council is supporting formal and informal education outcomes, reducing the digital divide in the community and encouraging individuals to participate in the information society.

2 SCOPE

This procedure applies to all publically accessible internet points operated by Council.

3 STATEMENT

3.1 CONTENT

Quilpie Shire Council 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.

Quilpie Shire Council accepts no responsibility for any damages, direct or indirect, arising from the use of the internet.

Quilpie Shire Council cannot ensure access to sites on the Internet, waiting times may be long and connections to all sites cannot be guaranteed.

Council seeks to address the concerns of parents and the community by placing internet computers in full public view.

Internet users are reminded that the Library and Visitor Information Centre are public spaces and consideration for fellow users, especially children, is expected. Quilpie Shire Council reserves the right to cancel a user's access to the internet should obscene or illegal content be viewed.

3.2 COPYRIGHT

Much of the material (including software) available on the internet is copyright. Users must not breach copyright in material available on the internet. A copyright owner is entitled to take legal action against a user who infringes his or her copyright. 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.

3.3 ACCESS

3.3.1 Access to Library Internet Services / Wi-fi

The Library Internet Service is available at the Quilpie Shire Library during Library opening hours.

The following services may be accessed from the Library Internet service:

- World Wide Web pages
- Electronic journals and texts
- Library catalogue
- E-mail (where users know the Internet address of their account or through free services such as "Hotmail" etc.
- Discussion lists
- Seniors Kiosk

3.3.2 Access to Visitor Information Centre Internet Services / Wi-fi

The Visitor Information Centre service is available 24 hours a day, 7 days a week.

The following services may be accessed from the Visitor Information Centre service:

- World Wide Web pages
- Email (where users know the Internet address of their account or through free services such as “Hotmail” etc.)
- Tourism sites, maps and directions

Information saved on to Public Access machines / devices will be erased. Users are advised to use USB memory sticks to store any personal information and not the hard drive of the computer.

Computers / devices in the library all have soundcards, users are asked to consider other patrons or use headphones to ensure minimal disruption to other patrons. This is also applicable to patrons in the Library or Visitor Information Centre utilising their own computers / devices.

Our electronic mail and World Wide Web services are not secure (private) from, for instance, hackers. Users should be careful submitting personal details or other information that could have the potential to be misused.

3.4 BOOKINGS

To maximise internet availability and to ensure fair access for all library clients, the following booking guidelines apply to public access computers and devices.

- Internet terminal may be booked for a maximum of 60 minutes for use of internet or CD applications with no consecutive bookings.
- Bookings may be made at the Library or by telephone, during Library opening hours.

3.5 STAFF ASSISTANCE

The Library and Visitor Information Centre staff will provide a maximum of ten minutes assistance for internet enquiries and training for the general library computers / wi-fi access. Longer assistance and training will be available for users accessing the Seniors Kiosk computers.

3.6 PUBLIC CONDUCT

Any equipment malfunction should be reported to library staff immediately. Users should not attempt to ‘repair’ hardware or software problems. Users can not use their own personal software on library computers, or attach equipment to the Library’s hardware other than a USB Memory stick to access saved information, after approval from Library staff.

Unacceptable use of Internet / Wi-fi Services:

- Destruction of or damage to library equipment and software license infringement
- Attempting to modify or gain access to files, password or data belonging to others
- Display of offensive or inappropriate material
- Unauthorised monitoring of electronic communications
- Harassment, slandering or labelling of other clients

If a decision is made to suspend internet privileges notice will be given in writing to the user or their guardian, and the Quilpie Shire Council reserves the right to eject patrons engaged in unacceptable usage.

3.7 DOWNLOADING

Users must not download software from the internet on to the computers.

Unauthorised software must not be executed on the computers.

Downloading is possible onto users own USB Memory sticks.

Data downloaded from the internet may contain viruses. Every user is responsible for maintaining virus-checking software on their home computer.

3.8 PRINTING

Colour or black and white printing is available from the internet at the Library. The costs associated with printing are included in the Quilpie Shire Council Budget and set out in the Schedule of Fees and Charges for the current financial year.

The internet user's attention is drawn to the signs displayed at the Library indicating current charges.

Users are responsible for planning time on the internet, this especially applies to printing. Large print jobs should not be commenced at the end of a session.

4 DEFINITIONS

Nil

5 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS

IX #	Details
90987	C.101 Internet Public Use Policy