Walsall Community Libraries
Acceptable Use Policy for Library PCs

This policy sets out the terms of use between you and Walsall Community Libraries in order for you to use the computer and internet service in our libraries.

Walsall Community Libraries offers you the opportunity to use a wide range of resources for education, information and leisure purposes. This service also supports customer access to digital services provided by local and national government. This includes free access to the Internet and Wi-Fi at all library sites.

To help prevent abuse and misuse of this resource and to safeguard the community of Walsall, you must agree to abide by the terms of this agreement. Please make sure that you read and understand it. If you need help please ask a member of staff.

Please note:

- You need to have a current Walsall library card in order to use the full range of facilities and applications available on our computers.
- Your use of library computers may be blocked owing to outstanding fines or other overdue items.

You must agree to the following:

- To use your personal library card number and PIN to log onto these computers.
- To take responsibility for your own use of the Internet.
- You must use personal headphones to listen to music or soundtracks
- You must accept age restrictions set by social networking sites and this will be monitored.
- Use by children aged 12 years and under are the responsibility of the named guarantor
- That you understand and accept that if you do not abide by the terms of this Acceptable Use Policy, your access to the computers provided by Walsall Community Libraries may be withdrawn.
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Walsall Community Libraries will:

- Use filters to try to make sure that unsuitable web sites are blocked out, but this does not guarantee that all unsuitable sites will be blocked.
- Allow the use of CDs, DVDs or flash drives to download your work. Your memory device will automatically be scanned for viruses.
- Automatically delete any files saved onto the computer at the end of each day.
- Keep a record of all Internet sites accessed. Walsall Council actively works with West Midlands Police to ensure that any use involving breaches of the law are reported to them.

You must not:

- Use someone else's library card to access the computers.
- Use the computers for illegal activities, or the viewing or distribution of illegal material, including materials protected by copyright.
- Use any activity which seeks to gain unauthorised access to Walsall Council.
- Create, download, upload, share or print material on the Internet or by email in violation of any laws. This includes materials that may be deemed to be obscene, violent or offensive, pornographic, constitutes an act of terrorism, incites racism, bullying or hatred, or contains material that may promote sexually explicit material considered to be inappropriate in a public place.
- View live TV broadcasts streamed over the internet, or BBC iPlayer as libraries are not licensed for live TV transmission.
- Use computers for online gambling.
- Use computers to view pornographic material.
- Interfere with or damage any part of the computer, or item of furniture.
- Use game, music and software CDs.
- Attempt to download any software onto the hard disc of a library computer.
- Use unacceptable behaviour or foul or abusive language or harass staff.
- Cause a disturbance whilst using a computer e.g. use of mobile phones.
- Use a digital device or other equipment to record video or photographic images of other library users or staff without their consent.
- Post images or video recordings online of other library users, visitors or staff, which may be deemed to constitute cyber bullying.

The above actions are not acceptable and library staff are authorised to disconnect users from library computers if they suspect any of the above is being accessed.

Walsall Community Libraries will not accept responsibility for:

- Financial loss for goods or services ordered using a computer at the library. This is done entirely at your own risk.
- Any loss of data including from memory sticks or costs incurred as a result.
- The misuse of its computers by users.

Privacy

- We respect your privacy while using the Walsall Community Libraries computer and internet service. However, if a concern is raised by another library user, visitor or member of staff that the terms of this Acceptable Use Policy has been breached, library staff may undertake a check of a computer screen to establish whether a breech has occurred.

- For more information please view Walsall Council's full privacy statement at https://go.walsall.gov.uk/privacy_statement#132551177-service-area-privacy-notices

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