

INTERNET USE POLICY

The library supplies Internet access on the following terms and conditions. By using the library's Internet service, users agree to these terms and conditions.

Objective

It is the Windorah Library's role to provide its community access to information. Providing access to the Internet supports the library's objective to maintain a high quality of service utilising new forms of information technology. The library offers access to information resources on the Internet through the Internet Explorer.

The library does not censor access to material either in the library or on the Internet. The library regards current filtering software as inaccurate and unreliable. These software packages do not take into account the wide range of clients who use the Internet in a public library. The use of such software may lead to both adults and children missing out on vital information. Literature on this issue is available from the State Library of Queensland's homepage and from the library staff.

The library seeks to address the concerns of parents and the community by placing Internet computers in full public view. The library will publicise links to sites recommended for children and parents. Information on safe surfing, in both the home and the library are available for interested users.

Release

By using the Library Internet Service, users release and discharge the Barcoo Shire Council from any liability which might arise from the use of the service including liability in relation to defamatory or offensive material or any breach of copyright which may occur as a result of use.

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

Content

The library 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. The council accepts no responsibility for any damages, direct or indirect arising from the use of the Internet.

The library cannot ensure access to sites on the Internet, waiting times may be long and connections to all sites cannot be guaranteed.

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. The Copyright regulations are attached for your information.

Access

The Library Internet Service is available at the Windorah Library during the hours 8:30am to 5:00pm. The library reserves the right to require children under the age of 12 to have authorisation of a parent or guardian to use the Internet. Shutdown procedures will apply before closing time.

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

- * World Wide Web pages
- * Electronic Journals and texts
- * Library catalogues
- * E-Mail (where users know the Internet address of their account, or through free services such as 'Hotmail'). The library provides information on how to access e-mail from accounts.
- * Discussion lists
- * Usenet news
- * Internet relay chat (with notice of change should situations arise)

The installation of applications, not loaded will be considered, please see staff with your suggestions.

The computers in the library have sound cards installed, please use headphones provided to ensure minimal disruption on library patrons.

The library is not responsible for restricting available content or supervising Internet use. Some material available on the Internet is unsuitable for minors.

Children must have an Internet access form/card (membership) signed by parent/guardian before access is available. When a user is under the age of 12 years supervision or restriction of a child's access to the Internet is the responsibility of the parent/guardian. Consideration will be provided to minors who are living independently. An Internet disclaimer is displayed in the Library. A disclaimer form for one-off users not wishing to join the library will be necessary.

The Electronic Mail and World Wide Web services are not secure. Therefore, users should be careful submitting personal details or other information that could have the potential to be misused.

Bookings

To maximise Internet availability and to ensure fair access for all clients, the following booking guidelines apply:

- * Sessions on the Internet public access are available for a maximum of 60 minute
- * Bookings may be made at the library or by telephone (07 4658 6930).
- * Time on the Internet may be extended, if the computer is available.
- * A delay in arrival for a booking may lead to loss of session.
- * A maximum of two people may use the computer per session
- * Group bookings may be allowed with prior arrangements
- * Time may be booked on a 'walk in basis'.
- * Users will be notified when possible if the equipment is unavailable for use.

Users must vacate their workstation once their allotted time is finished.

Staff assistance

Library staff will provide a maximum of ten minutes assistance for Internet enquires and training.

Training

A complete package of Internet training, tutorials and resources is available to Library users via the State Library of Queensland's Web Home Page including:

- * Help guide: designed for new users of the Internet
- * Internet training packages and tutorials: a wide range of on-line courses
- * Search the web" subject lists, links and search engines.

Public conduct

Any equipment malfunction should be reported to library staff immediately. Users should not attempt to 'repair' hardware or software problems.

Users may not, under any circumstances use their own personal software on library computers, or attach equipment to the library's hardware.

Unacceptable conduct may lead to the suspension of library privileges. Unacceptable behaviour includes:

- * Destruction of or damage to library equipment or software
- * Licence 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
- * Intentional unauthorised infringement of copyright.

If a decision is made to suspend Internet library privileges notice will be given **in**

writing to the user or their guardian.

The library reserves the right to reject patrons engaged in unacceptable usage or behaviour.

Downloading

Users must not download software from the Internet onto the library computer. Unauthorised software must not be executed on the library computer.

Downloading is possible on library-supplied floppy disks. The disk must be used on the day of purchase. It may only be re-used in the library if the disk is lodged with the library staff at the end of the session. The library for a maximum of six months will keep these disks. Data downloaded from the Internet may contain viruses. Every user is responsible for maintaining virus-checking software on their home computer.

Printing

Black/white printing is available from the Internet. 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. Large print jobs may incur an extra charge.

CHARGES

Charges have been set to cover the cost of providing the services. The Barcoo Shire Council in partnership with the Public Library Services has endeavoured to keep these costs to a minimum.

Current lists of fees and charges are:

Computer:	Free
Internet :	Free - bookings recommended. (Maximum 60 mins)
CD/DVD disks:	\$3.00
Printing:	20 cents per B&W copy \$1.00 per coloured copy

Refunds (for hardware failure) will be made at the discretion of the librarian/manager in charge.

COMMONWEALTH OF AUSTRALIA

Copyright Regulations

WARNING

A Copyright owner is entitled to take legal action against a person who infringes his or her copyright. Unless otherwise permitted by the *Copyright Act 1968*, unauthorised copying of a work in which copyright subsists may infringe the copyright in that work.

Where making a copy of a work is a fair dealing under section 40 of the *Copyright Act 1968*, making that copy is not an infringement of the copyright in the work.

It is a fair dealing to make a copy, for the purposes of research or study, of one or more articles on the same subject matter in a periodical publication or, in the case of any other work, of a reasonable portion of the work. In the case of a published work that is not less than 10 pages and is not an artistic work, 10% of the total number of pages, or one chapter, is a reasonable portion.

More extensive copying may constitute fair dealing for the purpose of research of study. To determine where it does, it is necessary have regard to the criteria set out in the sub-section 40 (2) of the *Copyright Act 1968*.