

Rodney Libraries' Acceptable Use Policy for Computer and Internet access

Introduction

Rodney Libraries mission is to inspire, engage and inform communities by:

- Encouraging the development of a reading society which values creative imaginations and enquiring minds
- Connecting people to information they need to enhance their lives and to participate in their communities
- Linking people to their heritage through collecting and making available the stories and pictures of the past
- Providing spaces for community contact, reading, and the exploration of ideas and study

Use of computer and internet access

Designated library computers and internet access are available for use by all customers of Rodney Libraries. To gain access to the Rodney Libraries computers guest logins can be requested at the service counter of each library.

Rodney Libraries requires that customers using library computers and accessing the internet do so within the guidelines of acceptable use. Library computers are to be used primarily for educational, research, social and/or public service purposes.

All customers using Rodney Libraries' computers and internet access are expected to follow the guidelines set out in this policy.

All customers of Rodney Libraries assume personal responsibility for using public computers and accessing the internet in an ethical and legal manner.

Children / young adult access to electronic information

Rodney Libraries supports the right of all library customers to access information, and will not deny access to electronic information networks, or to particular databases or Internet sites, based solely on age. Rodney Libraries recognises that electronic information networks such as the Internet may contain material that is considered inappropriate for children and young people, and expect parents or guardians to monitor children or young adults while they are using the internet on Rodney Libraries computers. Parents and children are encouraged to read and to explore the resources at www.netsafe.org.nz. It is not appropriate or practical for library staff to monitor the computer use of children or young people.

Children are expected to follow the guidelines outlined in this policy and will be held to the same standards of behaviour as all other library customers.

Rights of library customers

Customers of Rodney Libraries have certain rights with respect to the use of electronic information resources. These are the same rights that apply to customers using any other Rodney Library service.

These rights include:

- The right to equitable access to Rodney Libraries' materials and services;
- The right to access information without censorship of content. However, Rodney Libraries may impose reasonable rules regarding the time, place, or manner in which electronic resources are used, in order to promote the efficient operation of the libraries and to ensure that the rights of all customers are respected. The conventions of common courtesy and civility apply to the electronic environment and Rodney Libraries encourages customers to exercise good judgement as to what is appropriate for display in a public area.
- The right to confidentiality and privacy in the use of electronic information networks to the extent possible given certain constraints such as the proximity of other customers and staff in public access settings, and security weaknesses inherent in electronic communications.

Customer assistance and instruction

Rodney Libraries staff will provide assistance to customers in the accessing of and use of electronic information resources as time and staff knowledge permit. Printed and online documentation providing instruction on accessing and using electronic information resources are available in the library. Formal instruction by library staff in the use of particular software installed on the computer is not available.

Unacceptable activities

The following activities are considered by Rodney Libraries to be unacceptable activities and may lead to the termination of a usage session and/or restrictions on use of Rodney Libraries computers in the future:

- Destruction of, damage to, or unauthorised alteration of the Rodney Libraries' computer equipment, software, or network security procedures;
- Connecting hardware such as own laptop or PDA to Rodney Libraries' network;
- Accessing or distributing materials which are illegal, or unacceptable in that they have the potential to offend or disturb others and include, but are not limited to:
 1. Violence, pornography, or abusive forms of marketing; and/or
 2. Materials which could incite hatred or discrimination on the basis of sex, marital status, religious belief, ethical belief, colour, race, ethnic or national origins, disability, age, political opinion, employment status, family status and sexual orientation.
- The use of the Rodney Libraries computers for illegal or nuisance activities and/or placing any material on the Internet related to any illegal activity. It is the responsibility of the customers to respect copyright laws and licensing agreements;
- Other uses deemed inappropriate at the discretion of Library Management Team.

Rodney Libraries reserves the right to refuse further computer access to any person who is in breach of this policy. Customers should be aware that all computer activity, including internet usage, can be monitored and logged by the Rodney Libraries.

Disclaimer

The Internet offers access to ideas, information, and commentary from around the world that can be personally, professionally, and culturally enriching. However, not all sources on the Internet are accurate, complete, or up-to-date. The resources available on the Internet are not intended, in any way, to refer to, or be applicable to, a specific person, case, or situation. Nor are they intended to replace independent professional advice or counselling. Rodney Libraries does not accept responsibility for the accuracy or reliability of materials found on the Internet.

Rodney Libraries take considerable effort in creating a safe computing environment by using firewalls, virus scanners, shielding the computer against the installation of malicious software, such as keyboard loggers. However, customers are warned that it is not possible to provide a 100% safe computer environment and Rodney Library's computing resources are used by customers at their own risk.

In particular, Rodney Libraries:

- Expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.
- Recommends against conducting business or personal transactions such as credit card purchases, stock trades, bank transactions, etc, or accessing systems where such personal or business data are stored.
- Customers of Library computing resources should be aware of the possibility that Rodney Libraries computers may have been contaminated with computer viruses and Trojans. Customers should be aware that viruses may also spread to other computers including the customer's own personal or business computers via email, via websites or via media such as CDROM, memory sticks and USB -keys.

Customers of Rodney Libraries use the computers at their own risk and Rodney Libraries do not warrant that its computers will meet the specific needs of any customer, or be error-free and without interruption. Rodney Libraries accepts no liability for any direct or indirect, incidental, or consequential damages (including lost data or profits) sustained or incurred in connection with the use, operation, or inability to use the Rodney Libraries computers.

Modification of this policy

Rodney Libraries reserve the right to modify this policy at any time.

Approved by Rodney Libraries Management Team – September 2007.