



## **Monash Public Library Service** **Internet Use Policy**

Monash Public Library Service offers access to computers, software, and the Internet to members of the library and visitors to Monash. The library is a public place, and users of computers and wireless Internet services are required to be considerate of others as per Local Law No 3 and to abide by the Terms and Conditions set out in this document.

In accordance with Monash Council's *Responsible Gambling Strategy* access to gambling sites is prohibited within the library premises and wifi network. Monash Public Library Service does not use filters to manage other online content. The intentional downloading and/or viewing of material on the Internet that contains content considered to be offensive is expressly prohibited.

This policy has been developed in support of the Australian Library and Information Association (ALIA) Statement on Online Content and Regulation (1997, amended 2001, 2002) and Public Libraries Victoria Network (PLVN) statement on Internet filtering and content regulation.

The library reserves the right to terminate Computer and Internet/WiFi access privileges of any person abusing/not complying with these Terms and Conditions.

### **Definitions**

- *Council* means City of Monash
- *Library* means a Library belonging to, or under the control or management of, Council and includes the buildings, rooms, offices, passageways, staircases, foyers, meeting rooms, adjacent entrances and sanitary facilities and includes Clayton, Glen Waverley, Mt Waverley, Oakleigh, and Wheelers Hill Libraries and the Mulgrave Neighbourhood Library.
- *User* means any person, whether or not a member, who visits a Library for the purpose of using any Library resources and/or facilities.
- *Member* means any user who has fulfilled the requirements for membership of the Library and has a current membership card
- *Authorised Staff Member* means any person officially employed by Council in the Library.

## **Computer and Internet/WiFi Conditions of Use**

- Computer users who are valid members of the Library must logon to the computer using their own card number. Visitors to Victoria can obtain a visitors pass for computer access if they provide identification.
- A parent or guardian must register as guarantor for users under 18 years of age. Parents or guardians are solely responsible for supervising their child's access to Internet and technology resources in the library.
- No more than two people can use a library computer at one time.
- Users are responsible for the operation of the internet during their booking, including the access, transmission, display, printing and storage of materials.
- Users are required to comply with all state and federal laws and *Local Law No. 3*.
- The intentional downloading and/or viewing of material that contains content considered to be offensive or that is illegal is expressly prohibited. Unacceptable use of the Internet includes, but is not limited to:
  - Destruction of or damage to equipment, software or data belonging to the library.
  - Viewing material, including images, that are generally deemed sexually explicit.
  - Intentional unauthorised copying of copyright-protected material or infringement of license agreements and other contracts.
  - The violation or attempted violation of any computer network's system security
  - The violation of the privacy of individuals or entities that are creators, authors, users or subjects of the information resources.
  - Unauthorised monitoring of electronic communications.
  - Inappropriate use of email services, such as spamming
  - Gambling sites in accordance with Monash Council's *Responsible Gambling Strategy*
- The Library reserves the right to restrict access to certain processes, file types and download sizes.
- Computer users are responsible for the cost of ALL printing as per the printing charges
- Failure to comply with these conditions will result in suspension of computer and internet privileges.
- Illegal acts involving the use of the Library's Internet resources may also be subject to prosecution by local, state or federal authorities.
- The Library reserves the right to terminate a session at the discretion of library staff.
- The City of Monash reserves the right to monitor all traffic transmitted through its computer networks.

## **Penalties for breach of policy**

- Penalties imposed will depend on the severity of the breach. They include:
  1. Discontinuing the session
  2. Discontinuing access to the library network and suspension of Internet privileges
  3. Notification to the relevant authorities for illegal acts
- After investigation a breach will be recorded on the individual's library card. In the second instance, a written warning, detailing the nature of the breach, the time it occurred and procedures to be undertaken will be issued.
- In the third instance, written notification of withdrawal of access to the Library service will be issued. However, the Monash Public Library Service reserves the right to withdraw access immediately to Internet services.
- Monash Public Library Service reserves the right to change the policies relating to the use of the Monash Public Library Service's computer equipment and wireless Internet service at any time without notice.