



Perth & Kinross Council

Libraries & Lifelong Learning

Library Learning Centres

As part of the People's Network, Perth and Kinross Council Libraries and Lifelong Learning Service ("the Council"), offers customers the opportunity to use a wide range of computing technology and information resources, including free access to the Internet, word processing and other multi-media applications, for the purposes of education, information, and recreation.

To ensure that standards of acceptable use are maintained within Library Learning Centres (LLCs) we have the following Policy, which forms part of the Management Rules for the Library Service:

Acceptable Use Policy (AUP)

1 Conditions of Access

- Anyone who is a member of Perth & Kinross Libraries and Lifelong Learning Service may use an LLC. Non-members and visitors to the Library may also use the facilities available as a guest. Access is via a unique user number supplemented by a 4-digit PIN number.
- All users must read and accept the AUP which is displayed on each computer before they may use the facilities of an LLC.
- Young people aged under 16 may use an LLC only with the written permission of a parent or carer including confirmation that the parent or carer has read and accepted the AUP.
- Parents and carers are responsible for the supervision, welfare and behaviour of children when using the facilities.
- Bookings are made through an automated system and length of booking may be varied according to demand.
- The LLC computers must be used as installed. Users must not add, delete or change anything on the computers.
- The Council accepts no liability for anything that happens to a user's IT equipment or anything that might happen to a user because of the condition of the user's IT equipment when connected to an LLC computer.
- The Council uses a virus checker on its computers. Users are reminded, however, that this does not always protect disks or CDs from infection. The

Council accepts no liability for any damage to users' computers and/or data from infected disks.

- The Council accepts no liability for the security of any personal information left on screen by a user at the conclusion of a session.
- All computer hard drives are wiped at the end of each day and so files cannot be stored on them.

2 Internet Use

- Our Policy on access is informed by Freedom of Information principles which apply to the provision of all library materials. We believe that it is in the freedom of information interests of adult users to manage web provision without the use of filtering software, which cannot block all offensive sites and may sometimes inadvertently block legitimate sites that we would wish to provide.
- Filtering is however applied to machines designated for the use of children. Current filtering technology may not be totally foolproof and the Council cannot therefore guarantee against users accidentally accessing information and images that may be considered offensive or disturbing.
- As with other information sources such as television, telephones and videos, some material available on the internet may be unsuitable for children. Parents and carers are responsible for setting and conveying the standards their children should follow. Staff are happy to help, if required, with internet searches and to advise parents on safe surfing for children.
- The Council cannot control, and is not responsible for the nature, content or accuracy of, information obtained from the internet.
- Online financial transactions are undertaken entirely at the user's own risk. The Council is not responsible for any resulting direct, indirect or consequential losses.
- The Service Manager for Libraries and Lifelong Learning reserves the right to filter internet access and to deny entry to illegal sites and to sites unsuitable for viewing in a public library.
- LLC staff are permitted to view computer screens at any time. Internet use may be monitored.
- Users should be aware of Copyright and licensing restrictions applicable to information accessed on the internet and that they are responsible for compliance.

3 Prohibited Conduct

The following actions are considered unacceptable and may result in an individual's LLC privileges being suspended or withdrawn by a member of staff:

- Any wilful damage to equipment or the network
- Altering settings on a computer or the network
- Accessing, viewing or distributing illegal material

- Accessing, viewing or distributing obscene, abusive, pornographic or offensive material
- Users must respect the privacy of others and must not transmit information, photographs or images of another individual without that individual's knowledge and consent

Where a user's rights are suspended or withdrawn, he/she may request a review of that decision by the Executive Director of Education and Children's Services.

DATA PROTECTION ACT 1998

The information provided by you with regard to permanent or temporary membership will be used to ensure compliance with the Acceptable Use Policy for the People's Network and for statistical purposes. The information will not be disclosed to third parties. In terms of the Data Protection Act 1998, you are entitled to know what information Perth & Kinross Council hold about you, on payment of a fee of £10. Applications should be made to the Service Manager, Libraries and Lifelong Learning, A. K. Bell Library, 2-8 York Place, Perth, PH2 8EP.