

Northumberland County Council Computers for Public - Terms and Conditions of Use

Who can use the computers:

- Library members are allowed to use the PC facilities free of charge for 120 minutes per day. Use beyond 120 minutes per day by library members will be charged at the rate of £1.00 per ½ hour.
- Guest/Visitor users may use the PC facilities at the rate of £1.00 per ½ hour or part thereof.
- Customers may only book a computer for a maximum 1 hour session at a time on a standard PC. Further use beyond this period will depend upon a computer being available.
- Designated 'Short Stay PCs' can only be booked for a maximum of 15 minutes at a time. Customers cannot rebook a 'Short Stay' within 60 minutes or book a 'Short Stay PC' if they have used any other PC within 60 minutes.
- A maximum of 3 advanced bookings may be made up 2 weeks in advance.
- Customers are allowed 10 minutes to take up their advanced booking. If customers do not arrive for their booking within 10 minutes it is automatically cancelled.
- Customers must only log on to use a computer with their own library membership number and PIN.
- Only the logged on customer should use the computer, use is not transferable.

Your responsibility:

- Computer users ("Users") are wholly responsible for their actions and conduct whilst online.
- Users must refrain from altering or modifying the computer settings or otherwise causing damage to computer equipment.
- Users must not cause offence or interfere with the work of other users. This will include corrupting or destroying other users' data, downloading or transmitting viruses, violating the privacy or disrupting the work of other users, using foul or abusive language whilst online or creating or transmitting material which is likely to cause annoyance, inconvenience or anxiety to other users.
- Accessing, transmitting, downloading or viewing any materials which contravene the law is strictly forbidden. This condition includes, but is not limited to, material which is deemed to be extremist, threatening, obscene or libelous. Library staff can at any time suspend the facility of a customer they suspect of failing to comply with these terms. Customers breaking the terms of this agreement may have their access to library computers removed for a set period or indefinitely.
- Users will be responsible for and will indemnify the Council in respect of any loss or damage that may be sustained in respect of legal

proceedings brought or threatened against the Council and arising from the users' personal use of the Library's computers.

- Customers should note that Northumberland County Library cannot accept any responsibility for loss that customers suffer in accessing the public internet service. The County Library has no control over the information available on the Internet and can offer no guarantee in respect of the security of Internet sites. Financial transactions are taken at the user's own risk and customers should therefore take care when entering personal and financial information.
- Users can bring their own USB memory sticks or CD-ROM's and download material on to them. The system will automatically wipe all information from the computer when the user ends their session.
- Users may print from material at a cost of 20p B/W or 30p colour per sheet subject to the limitations of copyright legislation
- Users may email provided they have set up their own web-based email account – popular ones are Hotmail, or those provided by Yahoo or Google. Always ensure any "remember my details" options are left unchecked
- Anyone found to be contravening any of the above may be requested to leave the library premises and be excluded from future use of its computer facilities.
- Northumberland County Council is providing an Internet service to improve the range and quality of information available to customers. A filtering system is in operation and logs are kept of sites visited on any session. We reserve the right to check on usage to ensure that this Policy is adhered to. Our filter providers filter sites that fall into the following categories: adult/sexually explicit, criminal skills, hacking, illegal drugs, intolerance and hate, spyware, violence and weapons.
- Any questions or comments can be directed to a member of the Library Staff.