

**Access**

- Customers must show their library card or identification to use the PCs.
- Customers who have had their lending rights suspended are not permitted to use the PCs.

**Charges**

- Printing is charged at 20c per black & white A4 page, \$1.50 per colour A4 page.
- Use of the PCs and scanning is free.

**Bookings**

- Bookings are limited to 1 hour per person per day.
- Sessions may be booked on every 15 minutes in the hour (eg. 10am, 10:15am, 10:30am).
- Sessions may be extended if there are no other bookings or under exceptional circumstances. This is at the discretion of the Officer In Charge, and on the understanding that users may be asked to finish at any time.
- Users who are more than 10 minutes late will lose their booking.
- Users who are late only have the time left in their booking.
- No new bookings are to be made in the last 15 minutes prior to closing.
- All computers must be vacated 5 minutes before the closing time of branch.

**Staff Assistance**

- Use of the PCs is on a self-help basis. Staff can only provide limited assistance.
- The Library does not take any responsibility for technical problems with any sites, and does not guarantee the availability of the Internet at any time.

**Available programmes**

- The Library cannot guarantee the ability to open e-mail attachments.
- The Library cannot guarantee the ability to use any chat or messenger programme.
- Council and the Library cannot guarantee the security of personal or financial data on the computers.

**Responsibility**

It is the responsibility of parents and/or guardians to monitor their child's use of the Internet.

Users must not:

- Violate copyright or other relevant laws.
- Alter, destroy or damage equipment, software or data.
- Send, receive or display offensive material.
- Download or install software.

Complaints regarding other users within the Library must be addressed to Library staff.

PC usage is monitored and breach of this policy will result in a verbal warning and/or withdrawal of computer access and/or banning from the Library.

All customers are to comply with the conditions of the Library Act and of Council Policies. To view these, please see staff at the Information Desk.



## Internet Use Registration

Name	
Address	
Address Identification Verified. Yes [ ]	
By registering you agree to abide by Conditions of Internet Use (on reverse side). If under 16 years of age parent/guardian agrees to the child's use of the internet.	
Signature: (if under 16, signature required of parent/guardian is required)	
Date Registered:	