

Welcome to Camden Library Service

ACCEPTABLE CONDITIONS OF USE POLICY

Library Membership and the use of Public PC's

Library users who wish to access a PC are required to register for membership of Camden libraries. You must have your library card with you at the time of using a PC and membership cards are not transferable; they are only to be used by the person to whom they are issued.

Children under 12 years are not permitted to use a PC unsupervised. Children and young people aged between 12 – 17 years can use a PC unsupervised. All PC users must have a valid library card. Extra filtering is installed on PCs in children's libraries for reasons of Safeguarding.

Booking a PC

Library users are allowed up to **4** hours PC use within any one day. These four hours can be split between any of our Camden libraries and unused time cannot be carried over into further days. Library members can access any available PC and advance bookings can be made using the kiosks or by a member of library staff.

Sunday PC use at Pancras Square Library is restricted to two sessions of up to an hour per session with a break of at least one hour in between those sessions.

Please be aware that after your first hour on the PC, you will have to request additional time, however other library users may have already booked the PC you are using. You will have to vacate the PC and move to another if available and continue your session.

Please arrive for your scheduled PC session on time. The Netloan system will hold your booking for **10 minutes** if you are late, your session will be automatically cancelled. Library users who arrive late will not be given additional time on their booking.

Camden Libraries are not responsible for unattended bags or possessions left at library PCs; you do this at your own risk. Unattended items may be removed by building security or library staff to ensure the safety of staff and the public.

Library users are permitted to leave their PC, e.g., for the purpose of visiting the bathroom, but must be aware that all Camden libraries PCs are set to log themselves out after **10 minutes** of inactivity. Anyone who loses their PC access to another user due to inactivity, will be required to log in to another computer.

Use of PCs

You must vacate your PC station when asked to do so.

Users must not change settings or customise the terminals without staff permission. A USB memory stick may be used if you wish to download, save, or transfer information.

If a virus warning appears on the screen, please remove it, and inform staff immediately.

Your PC will automatically log out at the end of your booking and any saved data will be deleted. You will receive automatic warnings to save your work. Camden Council will not be held liable for the loss of unsaved work when using a Camden libraries PC.

While Camden Libraries has in place appropriate contracts to ensure that the ICT infrastructure - including PC's and peripherals - are maintained to a high standard, occasional electronic or mechanical failures can occur. In the event of such failures, Camden Libraries cannot accept responsibility for any loss of work or damage to data or storage media.

Printing

All prints must be paid for at the time of release. Printing can be released from the kiosks or by a member of library staff. A list of charges is available at the library enquiries desk.

Personal security on council PCs

Camden Council takes data protection, confidentiality, and breaches of security very seriously.

After the session has finished you **MUST** log out. Failure to do so could result in a breach of your security. The council cannot accept responsibility if you do not follow the procedure.

If you suspect your personal data has been compromised, please report this immediately to a member of staff.

Any deliberate breaches of personal data can lead to a withdrawal of service in accordance with the Library Bye Laws - Section 17.

Prohibited use

Library users must not access, create, copy, store, share, transmit or publish any material which is: illegal, obscene, racist or defamatory, or would be in breach of copyright, or causes gross offence to, or harasses, others. Online gaming and gambling are prohibited and access to chat-lines and newsgroups is restricted. If there is a legitimate reason for accessing a particular website, then staff should be informed, and they will ask for the restriction to be lifted. This procedure may take several days whilst the site is assessed. Access may then be granted.

All Camden library PCs are monitored, and the Council retains the right, when necessary, to check and review the use and search history of all library PCs. Any breach under the areas outlined above may result in an investigation and may be the

subject of further action, including withdrawal of the service, criminal investigation, and prosecution where appropriate.

All users must observe the 1985 Library Bye Laws. Failure to do so may result in withdrawal of service and/or make you liable to prosecution. Any behaviour which breaches the Bye Laws – such as abuse directed at library staff and/or other library users - will not be tolerated.