POLICY 013/2016 RAADSBELEID

MUNICIPALITY DAWID KRUIPER MUNISIPALITEIT

SUBJECT/ONDERWERP: **COMMUNITY LIBRARY INTERNET & COMPUTER USAGE POLICY**

REFERENCE/VERWYSING: **17.4.B**

RESOLUTION NR/BESLUIT NO: **28/10.2/2016 (SCM)**   DATE/DATUM: **26 October 2016**

OBJECTIVE: To establish guidelines for access to computer equipment and the use of the Internet.

CONDITIONS:
The libraries offer Internet access to any library customer in good standing as follows:

1.   Customers must read and agree to the library's computer use policies. For customers under the age of 18, the library must have a permission form signed by a parent or guardian. Overdue fines and charges for lost books must be resolved in accordance with library policies before computer or Internet use will be permitted.

2.   Customers will be held responsible for any damage to the computer while it is under his/her name. This is also true if they leave without reporting any incidents once he/she have finished his/her session.

PROCEDURES FOR INTERNET USE:
1.   Internet use is limited to 30minutes time blocks during the library's normal operating hours. Reservations are recommended. Walk-in usage and extensions will be accommodated as the schedule permits.

2.   There is no charge for Internet use; however, the library charges for the printing as per yearly reviewed tariff. (R2.15 per page for Black and White and R3.75 per half page and R7.50 per full page for color printing.) In addition, customers are responsible for any charges incurred through on-line services during their use.

3.   Customers who have personal e-mail accounts may send and receive mail through those accounts. The library is unable to provide individual e-mail accounts, and the library's account may not be used for personal correspondence.

4.   Internet users at Dawid Kruiper Libraries may not use the Internet for any unethical or illegal activity, included but not limited to:

•   Sending or displaying offensive messages or pictures;
•   Using obscene language;
•   Harassing, insulting, or attacking others;
•   Sending messages anonymously or under assumed identity;
•   For minors under age 18: giving others private information about one's self or others, including credit card numbers and social security numbers; arranging a face to face

meeting with someone one has "met" on the computer network or internet without a parent's permission;

- Damaging computers, computer systems, or networks;
- Propagating computer viruses;
- Violating copyright laws;
- Using the network for commercial proposes.

Violation of these rules is unethical and may be illegal. The library reserves the right to terminate a customer's access to the Internet and computer use privileges for violation of these rules.

Although library staff is able to offer searching suggestions and answer some questions, they cannot provide in-depth training on Internet and personal computer use. Some staff members have extensive knowledge of the Internet; for others it is a new experience. Because of scheduling, staff that is knowledgeable about the Internet may not always be available.

PROCEDURES FOR COMPUTER USE:

1.   To use the computer, please check in the front desk and sign the Internet Access Register.

2.   Only two chairs allowed at each workstation at a time.

3.   Customer may use the computer up to 30min at a time. Use of the computer for educational and research work takes precedence over any need. After the first 30 minutes, if another person needs to use the computer they will have first priority for its use. Another 30minutes is not automatically booked by signing up again. Only one 30minute block per day is guaranteed if others are waiting to use the computers. If others are waiting, please be considerate.

4.   Ensure that you logout when you are done or report to the front desk to have a staff member logout for you.

5.   Do not alter any settings or make any changes to the hard drive. Anyone who does so will have his or her computer privileges permanently revoked. If repairs must be made to the computer due to intentional damage or through alterations to the hard drive, the customer will be charged these fees.

6.   All Library computer equipment and software must be used as installed. Users are not permitted to delete, add to, or modify the installed hardware or software.

7.   Because of the risk of viruses no removable media from home may be used in the computers.

8.   Users may not install or download any software.

9.   Users may not use the Library's computers to make unauthorized entry into another computer or network.

10.   Users may not disrupt or interfere with other computers or network users, services, or equipment.

11.   Users must respect the legal protections of data and software provided by the copyright and license law.
12.   Users may not use any library workstation for any illegal or criminal purpose.

INTERNET/COMPUTER MISUSE
The library staff is authorized to refuse anyone access to the Internet or Computers. The violation regulations are as followed:

- The 1st violation of this policy will result in a warning.
- The 2nd violation of this policy will result in loss of Internet/Computer Access for one year.
- The 3rd violation of this policy will result in permanent loss of Internet/Computer Access.

The following are considered violations:

- Unauthorized connection to the library's network hacking and other unlawful activities
- Use of Chat Rooms and Social Networking.
- More than two people per station.
- Exceeding time limit when other patrons are waiting.
- Charge fees to library via Internet workstations.
- Exhibits pornographic material on Internet workstations.
- Violating copyright or software licenses while using Internet workstations
- Use of Internet workstations to harass others.
- Illegal activities on Internet workstations.
- Misrepresenting oneself on the Internet via Internet workstations.
- Commercial use of the Internet via Internet workstations.
- Intentional damage to workstations, printers, and/or additional property.
- Altering hardware/software configurations, saving information to the hard Drive.

ROLES:
Dawid Kruiper Library staff
Northern Cape Department of Sport, Arts and Culture

RELATED POLICIES:
None

RECALL OF OTHER POLICIES:
None