



Acceptable Computer Use Policy

for Trafford libraries

By registering as a user of this service, you have agreed to use the service as set out below.

1. Access to the People's Network Computers will be charged for after an initial free period and will be available to everyone joining the library. Use of the computers is by booked sessions.
2. When making printouts, responsibility for complying with copyright law lies with the user.
3. Copyright software and other materials which are copyright or otherwise legally protected is illegal and may lead to prosecution by the publishers.
4. Filtering software is installed on the Council's Network but users must not deliberately search for or send pornographic, racist, violent or other offensive material. Please remember that possession of certain types of material can lead to criminal prosecution of the user. Whilst every effort will be made to respect users' privacy and confidentiality, sites accessed through the Network are regularly monitored by Trafford Council and council staff reserve the right to view and search files, records and emails at all times.
5. If you are under 16 please be aware that if found accessing or sending unsuitable material we reserve the right to inform parents or carers and to suspend or ban you from using the service.
6. Any data saved to the PC will be deleted at the end of your booked session. Information you wish to keep should be saved to an external storage device.
7. If a virus warning message appears, please inform a member of staff.
8. No attempt should be made to gain unauthorised access to computer systems or networks.
9. Library address must not be used for delivery purposes.
10. Allow enough time to print your work during your booked session.
11. If you experience and faults with the machine, please report it to a member of staff immediately.
12. Please leave the computer switched on after use and make sure you have logged out of your booked session.
13. Trafford Council accepts no responsibility or liability for any matter, claim, action, proceeding, demand, damage, loss, cost, charge or expense which any person may suffer or incur, either directly or indirectly, including 3rd party, through the use of this service.
14. Trafford libraries operates a code of conduct for use of public access computers; any deliberate contravention of either the Code of Conduct or Acceptable Use Policy may result in your suspension from using the service. Repeated incidents will result in a permanent ban on you using the service.



Code of Conduct

for Trafford libraries

Use of People's Network Public Access Computers and Wifi in Trafford Libraries

Be considerate of others using the computer

- Only 2 people can be present at any one computer at any given time
- Have mobile phones set to discrete or silent. If you need to answer your mobile, please do so away from the computers
- Use of headphones not speakers as appropriate
- Concentrate on your own screen; try not to distract other customers in any way
- When your session has ended, please log off as instructed; do not interfere with any hardware, software or peripherals. If you experience any problems, please inform a member of staff.

Remembering to take regular breaks while using the computers

- No more than 2 hours without a break is the current Health and Safety guideline. If you need to have a snack or a drink, please do so away from the computers. Most libraries have a designated area for refreshments; please ask staff for details.

Be aware that...

- There will be no refunds for charges made for using the public computers.
- Library staff are only able to offer limited assistance. If you have never used a computer before, ask staff for details of basic computer courses available
- A booked session will be available for 10 minutes after the start time and only the first 30 minutes will be free of charge; late comers may need to rebook.
- A session is booked in the name of the card holder only, another person cannot take over a booked session
- As it is possible to book computers in advance, all the computers at a particular library may be booked. While the library staff will try to meet all customers' wishes, they may recommend using an alternative computer at another library.
- There may be occasions when all the computers are booked for specific groups or library promotions; library staff will try to give advance notice of such events.

Any breach of this Code of Conduct will be viewed seriously by staff. It may result in:

- Your session being terminated
- You being asked to leave the library premises
- Your library membership being suspended
- Be aware that you have agreed to the Acceptable Use Policy; please abide by it and use this service positively and appropriately.