

Title	Invercargill City Libraries and Archives Internet Guidelines
Reference Number:	G:\ Policies and guidelines \ Internet Guidelines
Authorised by: M. Foster Library and Archives Manager	Effective Date: 1 December 2011
Purpose This defines the statement of intent of these guidelines	Invercargill City Libraries and Archives wishes to provide a safe and secure environment in which users can access the wealth of information available on the internet.
Scope This defines who the guidelines apply to.	<p>These guidelines apply to all users of APNK computers and any other computers or devices which provide access to the internet. This includes use on personal devices.</p> <p>These guidelines are governed by the Invercargill City Libraries and Archives conditions of use on behaviour.</p>
Definitions (of any terms of acronyms)	<p>APNK means Aotearoa People's Network Kaharoa</p> <p>Children means anyone under the age of 14.</p> <p>Conditions of use means the standard of behaviour expected of library users as set out in Invercargill City Libraries and Archives Conditions of Use document.</p>
Principles This section outlines the principles of the management guidelines.	<p>Invercargill City Libraries and Archives wishes to contribute to New Zealand's Digital Strategy by providing free access for it's users to APNK. More information can be found at http://www.aotearoapeoplesnetwork.org/home</p> <p>When using computers, or the free APNK wifi, users agree to be legally bound by relevant New Zealand law, including copyright, privacy and censorship law.</p> <p>Usage of the APNK computers is monitored and may be used for legal purposes.</p>
Procedure This section states what responsibilities both staff and management have in relation to the application and ownership of the guidelines.	<p>A booking system will be used to allocate time for users. Advance bookings (for the day) may be made however a 5 minute delay in arriving for a booking may lead to the loss of the session. Users must vacate their workstation when their allotted time has expired.</p> <p>The Library may at its discretion extend the session time</p>

for any customer and may similarly ask a customer to terminate their extended session, based on the level of user demand at the time. Out of consideration for other customers during busy times, the Library reserves the right to limit the number of APNK sessions to two per customer, per day or to limit the time period for which a person may use any other Library computer.

There is a limit of no more than 2 people at a computer at a time.

Food and drink are not permitted at the computers.

Behaviour that contravenes the library's conditions of use will not be tolerated; this includes but is not limited to loud behaviour, bullying, and the use of foul or obscene language.

Unacceptable behaviour may lead to the termination of a usage session and a refusal to accept further booking sessions.

Users of APNK and any library computers (including wifi on their own devices) who breach New Zealand law or Library Policy will be banned from further use of the service for a time determined by the Library Manager.

Parents and caregivers are responsible for the supervision of children under the age of 14, as laid out in the Summary Offences Act 1981. Unsupervised children under 14 years of age are not permitted to use APNK computers. Library staff are not responsible for the supervision of children on the internet.

Users who are accessing audio content are required to maintain the volume of the sound to a level, which does not disturb other users.

Users are not permitted to access websites with explicit or offensive content or to display or download restricted or objectionable material.

	<p>Disclaimer: While the Library will attempt to block access to Internet sites with explicit content, which may reasonably be considered to be offensive, the Library is unable to guarantee that users may not encounter Internet sites with content, which they may find offensive.</p> <p>The Library can not guarantee the security of any personal data or information transmitted using the public access internet computers. Users are responsible for ensuring that any important data is backed up and that files potentially containing computer viruses are scanned and disinfected prior to executing.</p> <p>The Library has no control over and will give no guarantees as to the accuracy or reliability of information on the internet and will accept no responsibility for any losses or damages resulting from the use of this information.</p> <p>Any link which may be provided from the Invercargill City Libraries and Archives website to any other website does not imply an endorsement of that website or its content by the Library or by the Invercargill City Council.</p>
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Review Period	Every three years
Associated Documents/References	ICL Conditions of Use