




Mildura Rural City Council

## Library Service – Technology Use Policy

### Policy – Branch Specific OP046

Prepared	Reviewed	Approved	Date
Manager Libraries & Knowledge Hubs	Acting General Manager Healthy Communities	CEO	July 2023
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CEO Signature: 			

#### 1. The purpose of this policy is:

To provide the community with access to up-to-date, global information and communication resources.

#### 2. Policy Statement

Mildura Rural City Council through its Library Service aims to make Technology Services available to its community.

#### 3. Principles

##### LIBRARY SERVICE RESPONSIBILITIES

The Mildura Rural City Council Library Service has no control over:

- Internet addresses, which change rapidly and unpredictably
- Offensive, sexually explicit, violent, dangerous and controversial material
- Validity of material accessed
- Network access and Internet Service Providers.

The Library Service assumes no responsibility for any damages, direct or indirect, financial or otherwise, to property or person arising from use of Technology Services and/or information accessed on the Internet.

The Mildura Rural City Council and Library Service staff are not responsible for information selected and accessed through the Internet by any individual, as is the case with all other material available within the Library Service.

The Library Service has a moral and legal obligation to people offended by offensive material to take action to prohibit the access and display of this material in the public areas of the Library Service.

The Library Service has an obligation to ensure access to computer services is provided through the use of the persons own membership card number or a valid guest pass.

## **USER'S RESPONSIBILITIES**

All users of the Public Computers must have and use their own library membership card or guest pass with them. In addition, individuals under the age of 18 will require a parent or legal guardian's permission by signing the Technology Conditions of Use form.

Members are unable to access the Public Use Computers with charges of more than \$15.00 on their membership card.

All users must agree to the Library Service Technology Conditions of Use before using the Wifi network or Library Service Public Computers.

The Library Service prohibits use of Technology Services for any illegal or criminal activity. For example:

- Violating national and international copyright laws
- Accessing, transmitting, downloading or storing any Internet/email material which is offensive, defamatory, abusive, obscene, pornographic, threatening or illegal
- Damaging library computer hardware or software
- Introducing any computer viruses
- Altering, damaging or deleting any files or setups on any of the Library's computers.

Installation of personal and downloaded software programs and storage of any files on computer hard drives is not permitted.

Use of plug and play devices such as digital cameras and USB drives are permitted. However, the Mildura Rural City Council may restrict downloaded software.

It is the user's responsibility to ensure that they abide by the Library Service Technology Use Policy as adopted by the Mildura Rural City Council.

Failure to use Library Technology Services in an appropriate manner will result in the actions outlined in the Library Service – Membership and Usage Policy OP048.

## **ONLINE SAFETY**

It is recommended that users accessing the Library Service public wireless network ensure that security software, such as anti-virus and anti-spyware software and a firewall, are installed on their device.

Users of the Library Service public computers should not leave them unattended and click 'End Session' when finished with the session if time is still remaining. This will reboot the computer.

Use of the public USB's is at own risk. Files must be deleted from the public USB before returning to Library Service staff.

When using public networks, it is recommended that financial transactions or the sending of personal information across the internet should be avoided. Only secure sites which are those indicated by https: at the beginning of the URL should be used on public network.

#### 4. Who is responsible for implementing this policy?

The Manager Libraries & Knowledge Hubs is responsible for implementing this policy.

#### 5. Definitions

Technology Services    Equipment and networks provided for public use by the Mildura Rural City Council, but including and not limited to Wireless access, internet, computers, tablets, mobile phones,, laptops.

#### 6. Legislation and other references

##### 6.1 Legislation

For further information related to this policy see:

- Privacy and Data Protection Act 2014
- Mildura Rural City Council's Public Internet Access Policy

##### 6.2 Documents

This Policy is implemented in conjunction with the following documents:

- Mildura Rural City Council Library Service - Technology Conditions of Use.
- Library Service – Membership and Usage Policy OP048

##### 6.3 Risk Assessment Reference

Risk Category		Risk Category	
Asset Management	✓	Financial Sustainability	
Committees		Human Resource Management	
Compliance – Legal & Regulatory	✓	Leadership & Organisational Culture	
Contract Management		Occupational Health & Safety	
Contract Tendering & Procurement		Organisational Risk Management	
Corporate Governance		Project Management	
Environmental Sustainability		Public Image and Reputation	✓

