

Wairarapa Library Service Internet Policy

Purpose

This policy outlines the rules regarding the access and use of the internet at any of the Wairarapa Library Service libraries by members of the public. It does not supercede any District Council policy related to internet access and use by paid Council employees or contract workers.

Introduction

Access to the internet is provided as service by the Wairarapa Library Service. Under Council policy the service is provided for a fee to offset costs. This fee is reviewed annually as part of the Council's Annual Planning process.

Internet access is seen as providing library users with access to a wide range of knowledge that would otherwise be expensive and difficult to replicate by the libraries traditional resources. It is also seen as an important method of communication.

Within the southern Wairarapa region a wide range of people uses the internet. Families are able to keep in touch, inexpensively via e-mail. Tourists, likewise, can communicate with family in other countries. Businesses benefit through being able to access key information and students make use of the internet for furthering their education. There is also some recreational use.

The internet is an integrated part of the service that the library provides and can also be utilised by the staff to assist the public in the pursuit of information.

This policy is to provide some rules and guidance in its use and to prevent the misuse of the internet. The warnings given are not to prevent legitimate use, but to assist people in making decisions about how they use the internet.

Rules for Internet Use

Access

1. Internet use will be provided at all Wairarapa Library Service libraries for public use.
2. Fees set for internet access will be in accordance with Council policy.

3. Library customers have the right to access any internet information, access e-mail and send e-mail. (Note restrictions and warnings below).
4. A customer's privacy in the use of the internet will be respected, however staff and Council's IT Administrators reserve the right to monitor use, especially of children.
5. Children will be allowed internet access except where parents refuse permission.
6. Library Staff may use their discretion to use the internet to assist in locating information for a library user. When this occurs no charge will be made.
7. The Wairarapa Library Service takes no responsibility for any costs incurred by a library customer from use of fee based services on the internet.
8. Printouts from the internet are permitted and charged for as photocopies.
9. Downloading to disc is permitted providing the library customers provide their own disc and it has been virus checked.
10. Storage of information on library computer hard-drives is not permitted. Such material will be deleted when found.
11. Staff will provide basic instruction and assistance in the use of the internet and e-mail. This will be limited to the individual staff members' own knowledge of the service.

Inappropriate Use

1. Violation of computer system security including the altering or deleting of any computer file.
2. The unauthorised accessing passwords or the illegal use of passwords assigned to other people.
3. Intentional damage to any computer or associated equipment.
4. Accessing, creating or sending offensive or illegal internet sites regardless of subject content.
5. Violation of any New Zealand law regarding use of the internet, copyright or censorship.
6. Violation of another person's privacy.

7. Violation of any of the above restrictions may result in a customer being restricted in their use or banned from using the library internet facilities.

Warnings

1. The library cannot be responsible for the content of information found on the internet.
2. There are many offensive sites (pornographic, gambling, hate-sites) which are inappropriate for children. It is impossible to monitor or filter all these. Guidance should be provided to children before they access the internet. Parents are responsible for their childrens use of the internet.
3. Any search has the potential to lead to sites that contain elements of the above warnings. Be aware of this before entering any internet site.

Staff

1. Staff use of the internet should be guided by the policies of the Carterton and South Wairarapa District Councils policies regarding use of the internet.
2. Staff should be familiar in the basic use of the internet, in particular assisting customers to set up their own e-mail accounts and basic searching for information.
3. Staff should be encouraged to use the internet as a tool for assisting customers to locate information.
4. Staff need to be aware that the internet is a tool and should be used appropriately. It should not be regarded as the first resort in answering requests for information.