

## Conditions for Using the computers and Internet In Kingston Libraries

1. **Users'** access to the personal computers and the Internet is **free** in all Royal Borough of Kingston public libraries. This includes all emailing and use of scanners where available. The only things we charge for are printing, floppy disks, CD-Rs, other storage media and tutored training sessions.
2. You do not need to be a library member (except Children -see below) to use the computers. You will need to provide proof of your identity beforehand.
3. Children **under 16 years of age** must have permission from a parent / guardian to use the Internet. Normally a note to show this has been obtained is added to the child's record held on the library computer system. Children must therefore be library members. Children need to be booked on by a member of staff; they cannot use the booking kiosks (where available).
4. **Filtering:** The Council filters public access to the Internet. However, this does not guarantee that unsuitable sites will not accidentally be viewed. In general, sites that are blocked could contain pornography; threats, or violence (this can result in some war-related sites being blocked); promotion of discrimination of any sort etc; or gambling.
5. If you consider that a site that has been blocked should be accessible to the public, please send an email stating the website address to [libict@rbk.kingston.gov.uk](mailto:libict@rbk.kingston.gov.uk). Your request will be reviewed and responded to. If you feel that a site should be blocked please email stating the website address to [libict@rbk.kingston.gov.uk](mailto:libict@rbk.kingston.gov.uk).
6. **Staying within the law:** Personal computers and the Internet must not be used for any activity which is a criminal offence. If library staff learn of any such misuse your session will be terminated. In serious cases this will be reported to the Police and could lead to prosecution. **It is your own responsibility** (or a parent or guardian must take responsibility in the case of minors) to be aware of the following laws and to comply with all legal requirements.
  - **The Copyright, Designs and Patents Act (1988).** You must make sure that you have the necessary permission before downloading or distributing copyright information from the Internet.
  - **Telecommunications Act (1984).** This applies to e-mail and forbids the transmission of messages or any other matter that is of a grossly offensive or of an indecent, obscene or menacing character.
  - **Computer Misuse Act (1990).** This covers unauthorised access to a computer (computer hacking) and writing or the intentional introduction of computer viruses.
  - **Obscene Publications Acts (1959 and 1964).** You are not allowed to view, download or print pornographic material.
  - **Data Protection Act (1998).** This applies to obtaining, using and publishing information about identifiable individuals on the Internet.
  - **Other Laws may also apply to your use of the internet service.**
7. **Operation**
  - a. **Bookings:** Library members can book computer sessions for a maximum of two hours per day. This can be in several sessions. The default booking is one hour. Computer user members can book computer sessions for a maximum of 90 minutes per day. This can be in several sessions. The default booking is 30 minutes. Bookings not logged on within 5 minutes will be automatically cancelled. Adult bookings are normally made at booking kiosks where available. Children's bookings have to be made by library staff who will check parental permission is available.

- b. Advance Bookings:** Up to three sessions can be booked up to 7 days in advance.
- c. Time Extensions:** Users will be given a warning message five minutes before their session is due to finish. A second warning message will be issued one minute before their session is due to finish. Longer or extended sessions are not generally available. However if people are following recognised training, further time may be permitted. This is at the discretion of staff and cannot be guaranteed. Any time available will vary according to demand at the time.
- 8. Reliability of information:** Some information on the Internet may be inaccurate, or misleading, or a matter of individual opinion. This is especially true of some commercial sites. Users should be aware that by offering the facility the Council is not endorsing or recommending any organisation, service or information which may be accessed on the Internet.
- 9. Liability:** Users should be aware that all use of the computers and Internet is at their own risk. Kingston Libraries will not accept any liability for damage or loss of computer files. As a condition of use, you acknowledge that the Council accepts no responsibility or liability of any kind as a consequence of your access and use of the facility. The Council accepts no liability for any inaccurate or misleading information you obtain. The Council accepts no liability for any problems or loss relating to financial transactions you make over the Internet.
- 10. Withdrawal of Service:** Members of the public may be banned from using the Internet in Kingston Libraries in the future if they:
- Are found, or reported, viewing sites deemed to be unsuitable, or causing offence
  - Do not clear any outstanding charges
  - Are found to be breaching clause 6 above, or misusing clause 7 above
  - Show threatening or otherwise confrontational behaviour toward any member of staff or library user.