

**If you need this  
information in larger print,  
please ask a library team  
member.**



# **Welcome to Latrobe City Libraries**

**Our public access computer  
terms and conditions are  
enclosed.**





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intentionally blank.**



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# Public Access Computer Terms and Conditions



## Copyright and Intellectual Property

- Reproduction of any material protected by copyright without the permission of the copyright owner may infringe copyright. This includes printing, saving to a mass storage device (e.g. USB, MP3 Player) or copying from one disk to another.
- Access to the internet does not allow you to download or stream songs, movies or other content illegally. Members may however access sites where they legally pay to access such material or where it is lawful to access the material at no cost.
- Any person caught downloading material illegally will be asked to cease immediately and may have their internet privileges suspended or barred.

## Privacy

- Latrobe City Council is committed to the responsible handling of all personal information in accordance with the Privacy and Data Protection Act 2014. Your personal information requested by Council is being collected for the purpose of providing access to the Libraries PCs and internet services. The personal information you provide will only be used by Council for the purpose it was collected or a secondary related purpose that could be reasonably expected.
- Council will collect information directly from you, where possible, and will not disclose your personal information to any other party, except as allowed or required by law, without your consent.
- If you require access to your personal information or if you have any questions please do not hesitate to contact Latrobe City Council's Privacy Officer on 1300 367 700 or at PO Box 264 Morwell VIC 3840. For further information about how Council collects and manages personal information, please see the Latrobe City Council Privacy Policy available on our [website](http://www.latrobe.vic.gov.au) at [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)

## Breaches of these Terms and Conditions

- Latrobe City Libraries reserves the right for staff to terminate sessions at any time where a user is in breach of these terms and conditions.
- Unlawful conduct may also be reported to the relevant authorities.

# Public Access Computer Terms and Conditions



## General

- Latrobe City provides free access to computers and Wi-Fi at Churchill, Moe, Morwell and Traralgon libraries and Service Centres (Latrobe City Libraries). Use of free WiFi at Latrobe City Libraries is subject to separate terms and conditions which are made available on your device at the time of access.
- Computer users who are current members of Latrobe City Libraries or associated Libraries Victoria libraries must logon to Libraries computers using their own member card number. Visitor passes are available for non-members.
- If you wish to print, ask staff to setup a Printing Account before you start your session. There are charges for printing. Ask staff for further information on these fees.
- All PCs accept USB drives and CDs. Some software on these storage devices may be blocked by the PC's security programs.
- Latrobe City Libraries does not guarantee that computer access is available at all times. Access may be restricted by high demand, unforeseen technical problems, power outages or routine maintenance.

## Bookings

- Bookings are taken for all PCs in person, by telephone, or by logging onto any available Libraries PC.
- To ensure equitable service to all people, bookings are accepted on a first-come first-served basis.
- PCs can be booked for an initial 30 or 60 minute session. Sessions can be extended by 30 minutes at a time, subject to availability. Your session cannot be extended if there is a booking in the next time-slot.
- Bookings will be automatically cancelled if the session is not started within 10 minutes of the scheduled starting time.

## Staff Assistance

- Staff members are able to provide basic help in troubleshooting problems but cannot provide one-to-one tuition in the use of the technology at the Libraries.
- Training courses in basic computer skills are provided by Latrobe City Libraries from time to time.



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- or illegal, fraudulent or malicious purposes;
- for unauthorised accessing of computers, accounts, equipment or networks belonging to another party or unauthorised monitoring of electronic communications;
- to use or knowingly distribute any malicious computer code or software such as viruses, malware, Trojans, keyboard loggers or worms;
- in a way that could cause Latrobe City Council to breach any law or incur a liability to a third party, or that could reflect poorly on the reputation of Latrobe City Council.
- Please advise staff of any concerns about the behaviour of other library users, do not approach other users about behaviour directly.
- Latrobe City Libraries does not monitor or exercise control over the content of websites you access on the Libraries PCs and accepts no responsibility for the accuracy, relevance or quality of information accessed on the internet or for any consequences that may arise from the use of the information obtained.
- You will indemnify and hold harmless Latrobe City Council and its personnel from and against any loss, damage, liability, charge, expense or cost (including reasonable legal and other professional costs on a full indemnity basis) arising out of or in connection with a breach by you of these Terms and Conditions.

### Risk Management

- The Libraries PCs are provided on an open and public basis and should not be regarded as secure. Privacy and confidentiality cannot be entirely assured in the use of any online resource and the security of data and networks cannot be guaranteed.
- You should always make sure you log out of services and it is recommended you do not enter, send or receive highly sensitive information (e.g. tax file numbers, banking details) while using Libraries facilities.
- At the conclusion of each computer session ensure that all opened web browser windows are closed. Do not leave passwords on display. If you are finishing your computer session early, click the End Session button which displays on the screen to close your session.
- To the extent permitted by law, Latrobe City Libraries does to accept any liability in respect of any loss or damage to any person or property whether direct, indirect or consequential that may be incurred from the use of Libraries computer equipment and use of internet and/or information accessed on the internet. This includes but is not limited to loss of data, data breach, breach of privacy, infection of or damage to storage devices (or other devices attached to a Libraries PC), financial loss and identity theft.



## Public Access Computer Terms and Conditions

- Children under the age of 12 must be supervised at all times when using a Libraries PC, including while the child is accessing the internet.
- For children aged 12 and over, parents/carers who wish to limit or restrict access by their children must personally oversee their use of the internet and other forms of electronic information.
- Libraries staff members are available to assist with children's information needs, however they do not accept responsibility for determining what they can or should access.

### Your Responsibilities

- You must not engage in behaviour which inconveniences or discomforts others while in a Latrobe City Library. Inappropriate or unsociable behaviour such as harassment, offensive language, invasion of the privacy of others or intimidation/aggression is not acceptable.
- You must follow directions from Libraries staff at all times.
- Please consider others when using PCs and other technology:
  - keep noise levels low to avoid disturbing other users. If using the internet for gaming or other sites with high sound levels, you must use headphones;
  - ensure all content accessed is appropriate for a public place, including being sensitive to the values and beliefs of others when accessing potentially controversial information or images.
- Do not make changes to the setup or configuration, or attempt to install/load unauthorised software.
- Save your work before your session ends, but also regularly during your session. Latrobe City Libraries does not take any responsibility for loss of data including in cases of sudden loss of power to the computer.
- Computer equipment and systems, including the internet, must always be used in accordance with state and federal laws and must not be used:
  - to send, allow to be sent or assist in the sending of unsolicited commercial messages or bulk emails;
  - to gain access to, send, publish, promote or solicit receipt of material that is abusive, sexist, racist, unlawful, defamatory, harassing, menacing, threatening, pornographic, offensive, obscene, indecent, or discriminatory in nature;
  - in a way that intentionally infringes copyright, patent, trademark, design or other intellectual property rights;