Acceptable Use Policy for Public Access Computers in Clackmannanshire

1. We aim to allow maximum freedom of information but that is limited by the rights of other library customers to avoid offensive and disturbing material.

2. You should not access, view, play, publish, transmit or store any images and other materials which are illegal, defamatory or not appropriate for a public computer.

3. You will be in breach of the Acceptable Use Policy if you attempt to gain unauthorised access to restricted files or software, to damage or modify computer equipment or software, or to transmit computer viruses.

4. You must respect Copyright laws and licensing agreements.

5. You must not use the public computers for commercial or business use.

6. You must respect the property of Clackmannanshire Council and agree not to eat or drink next to the computers.

7. If you are under 11 years of age you must have a parent or guardian with you when using a computer. If you are between 11 and 16 years you may use a computer only with the consent of a parent or guardian.

8. You must respect the privacy and property of other computer users and library customers and avoid disrupting their use of the facilities. Staff will not tolerate any behaviour which is aggressive or abusive or which creates disturbance to staff or other users. If you behave in an unacceptable manner you will be asked to leave the premises and your computer access may be withdrawn.

9. You will be charged for all printing made from a computer and you must pay for prints before you leave the library.

10. If a member of staff asks you to end your computer session, you must do so at once.

11. If you are found to be in breach of the Acceptable Use Policy, Library staff will end your session and the Team Leader may suspend you. If you are under 16 your parent or guardian will be informed.

Tracy Docherty
Team Leader
Library Services
2017