

# COUNCIL POLICY



<b>Policy name</b>	LIBRARY – INTERNET ACCESS FOR PUBLIC USE
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<b>Abstract</b>
The Library aims to provide a balanced collection of book and non-book resources, including the internet, to fulfil the information, education, recreation and cultural needs and requirements of the residents of Gunnedah Shire.

<b>Dates</b>	Policy or amendment approved	15 Aug 2012
	Policy or amendment takes effect	1 Sept 2012
	Policy is due for review (up to 4 years)	31 Aug 2012
<b>Endorsed by</b>	Policy Working Group	
<b>Approved by</b>	Gunnedah Shire Council, at its Ordinary Meeting of Council held 15 August 2012. Resolution number 31	
<b>Policy Custodian</b>	Manager Community Planning and Development	
<b>Relevant to</b>	Library customer, staff	
<b>Superseded Policies</b>	Libraries Internet – Internet Access – Public Use (May 2000)	
<b>Related documents</b>	Policy Framework, Community and Corporate Services – Information Technology Usage Policy	
<b>Related legislation</b>	Library Act 1939, Local Government Act 1993 and regulations under each.	
<b>File number</b>	640901	

## **Contents**

1. Purpose
2. Scope
3. Definitions
4. Policy principles
5. Policy statement
6. Accountability, roles and responsibilities
7. Acknowledgements
8. Version control and change history

### **1. Purpose**

- 1.1 To govern and advise the public and customers of how Council will provide access to internet for the use of customers of the Gunnedah Shire Library.

### **2. Scope**

- 2.1 This policy applies to the availability of and access to internet facilities as provided by Council to the public and customers of Gunnedah Shire Council.

### **3. Definitions**

- 3.1 "Library" means a Gunnedah Shire Library located at 291-293 Conadilly Street, Gunnedah.
- 3.2 "Internet" means a global system of interconnected computer networks that use the standard internet protocol system (IP suite) to serve billions of users worldwide.
- 3.3 "External Customers" means customers other than Councillors, staff, volunteers, contractors and delegates of Council.

### **4. Policy principles**

- 4.1 By providing public access to the internet, the Library offers access to information, idea and commentary beyond the confines of its own collection via the world wide web.
- 4.2 The content of the material available on the internet is not controlled in any way, or is it monitored by the Library. The Library therefore requires clients to make their own evaluation of the truth, completeness, accuracy or suitability of information obtained from the internet.

## **5. Policy statement**

- 5.1 As part of the NSW.net Acceptance Agreement all public internet access personal computers must be provided free of charge to the community.
- 5.2 Printing from the internet is available. All pages are 10 cents per copy.
- 5.3 Downloading is permissible only be using disks purchased from the Library at a cost of \$1.00 per disk. Clients may not download to the Library's computer hard disk drive. Clients must be aware of copyright restricts.
- 5.4 Clients may not use their own personal software on Library equipment.
- 5.5 Email is available to clients only if they have their own personal email address.

## **6. Accountability, roles and responsibilities**

### **6.1 Policy Custodian**

Manager Community Planning and Development

### **6.2 Responsible Officer**

The Librarian will monitor and review this policy in consultation with stakeholders and the Manager Community Planning and Development.

## **7. Acknowledgements**

- 7.1 NSW.net.

## **8. Version control and change history**

<b>Date</b>	<b>Version</b>	<b>Approved by &amp; resolution no.</b>	<b>Amendment</b>
17 May 2000	For revision	365.2	18 July 2012
23 July 2012	Draft	Policy Working Group	For consideration by Council at August Ordinary Meeting