

Monaghan County Library Services

Policy on use of Internet, WIFI and Public Access PC's

The role of Monaghan County Library Services continues to evolve, with the traditional concept of the library being redefined from a place simply to borrow books to one which allows free access to the world of information and supports all members of the community in their quest for knowledge, education and self development. The provision of PC's, Internet access and WIFI access compliments the traditional library service.

The following conditions apply to usage of the Library's public PC's and internet facilities:

1. Users of PC's and WIFI must be registered library members. Membership is free to everyone.
2. Visitors to the county must avail of the service. Visitor cards to access the PC's or Internet may only be issued for a once-off or first time visit to the library. All internet users must register for library membership cards on their next visit.
3. **Parents please note** that the responsibility for use of the Internet by your child rests solely with you. Children who use the Internet unsupervised may be exposed to inappropriate or disturbing information or images. It is not possible for Library Staff to control what children may encounter. (See Internet & WIFI safety tips sheet)
4. Library staff cannot always give one to one help on the internet but please ask staff about items to borrow or computer courses that may be available locally.
5. Monaghan County Library Services has no control over the information accessed and cannot be held responsible for the content or quality of the information retrieved.
6. The Library reserves the right to restrict Internet access for research and information retrieval purposes only.
7. Please remember the Internet service may occasionally be unavailable due to technical or other reasons beyond the control of Library staff.
8. The Library reserves the right to terminate a pc or WIFI session at any time.
9. Borrowers must not give their library card for use to another person.
10. Users are requested not to obstruct the work of other library users.

11. Users may not create, access, copy, store, transmit, download or publish any material which (a) is obscene, racist, defamatory or illegal (b) causes harassment or gross offence to others (c) constitutes a breach of copyright laws or licensing agreements.
12. Users are asked to respect the fact that they are accessing information in a public environment. Users are not permitted to access or attempt to access any material that is likely to be considered offensive, unlawful or of a pornographic nature.
13. Public Internet access usage will be monitored. Monaghan County Council will scan all public PC's and WIFI access at intervals for inappropriate material. Special content filtering software is installed on the public network, which will monitor any viewing or downloading of inappropriate material or sites.
14. Monaghan County Library Services reserves the right to report any illegal activities to the appropriate authorities.
15. Printing from the public PC's (all libraries) and WIFI (Carrickmacross, Clones, Monaghan libraries) is available. A Black & White printout costs 20 cents per page & a colour printout costs €1 per page. All monies must be paid at the Issue Desk before Library staff authorizes printing.

Public PC's:

1. Each user is allowed one session per day, a session being 45 minutes.
2. Bookings may only be made one day in advance.
3. Bookings which are not taken up within 10 minutes of the starting time, will be forfeited and the session will be made available to other users.
4. Users who repeatedly fail to attend for booked sessions cannot be guaranteed future bookings.
5. Bookings are not transferrable to another person.
6. Users will receive a 5 minute warning before the system is automatically logged off.
7. Email must be sent and received using web-based mail only.
8. The downloading of software is not permitted on public PC's.
9. Users are requested not to modify computer settings, shut down or reboot the pc. If you have a problem, consult a member of staff.

10. A maximum of 2 persons only is permitted at any pc.
11. Users must save documents/files to a memory-USB device.
12. Please log out of your email/social network account before you are finished.

WIFI Access:

1. WIFI access is available only during Library Opening hours. Please contact your local library for opening hours.
2. Users are responsible for making sure their device has the correct settings and necessary hardware. Library staff cannot assist users in configuring their device or troubleshooting problems. Users should refer to device's manuals or other support services offered by the manufacturer.
3. The library cannot guarantee that a User's device will work with the library's wireless network.
4. The library will not be responsible for any personal information that is compromised, or for any damage caused to your hardware or software due to such things as electrical surges, security issues or consequences caused by viruses or hacking. All wireless access users should have up to date virus protection on their devices.
5. Laptops and other devices should never be left unattended in the library, even for brief periods of time. The library assumes no responsibility for damage, theft or loss of any kind to a user's equipment, software, data files or other personal property brought into, or used in, the library.
6. Users are requested to ensure that devices plugged into power points do not represent trip hazards.

Users are required to accept these rules of use. Users who fail to observe these will be denied access to PC-Internet facilities.

Monaghan County Library Services reserves the right to amend or alter from time to time any rules governing the use of Internet, WIFI and public access PC's in its libraries.

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