

## **Cork City Council Libraries Policy on Use of PCs, Internet and Wi-Fi**

Cork City Council Libraries try to enrich the lives of individuals and to empower citizens through:

- supporting lifelong learning, and
- providing ready access to local, national and international information sources.

The resources of the Library are available to everyone. We support Government initiatives to promote equality of access and opportunity in the digital world.

If you use the Library's Public PC, Internet and Wi-Fi facilities, remember the following:

1. You must follow the Library's PC and Internet usage and booking procedures to ensure equality and fairness and to ensure the effective use of Library resources. Please ask a staff member about maximum session length times, which may vary in our different Libraries.
2. Cork City Council provides free Wi-Fi in all our Libraries. It is a **public unsecured** network. Use of the Wi-Fi is at your own risk.
3. We offer one 30 minute Internet session per day free of charge. Each session after this is charged at €1 per 30 minutes. Charges may change from time to time as decided by Council. Our charges are on display in the Library, and on our website.
4. PCs, Internet and Wi-Fi services may be unavailable for technical or other reasons beyond staff control.
5. You must be responsible in the way you use the Internet. It is an unregulated information network.
6. We cannot guarantee the accuracy of information on the Internet, nor do we supervise or accept responsibility for any content you access. The Library also cannot accept responsibility for damage, loss, costs or expenses arising from the use of the Internet-based computer services, including payments, online shopping or bookings.
7. Parents and guardians must take responsibility for their children's use of the PCs, Internet or Wi-Fi. Parents or guardians of children under 18 years of age must give written consent before the child can use Library Internet.
8. Use of removable data storage devices such as USB drives is at the customer's own risk. Cork City Council Libraries are not responsible for loss or corruption of stored data.
9. Customers should immediately inform staff if they notice anything suspicious when using Library PCs, for example viruses or malware.

10. All prints must be paid for. Charges for prints may change from time to time. Our charges are on display in the Library, or see our website.
11. Cork City Council will scan all public terminals regularly to check for inappropriate images, for example, pornography. There is special software on all public workstations in the Library to monitor viewing or downloading of inappropriate images or sites. We will report the viewing of any illegal images on Library Internet facilities to the Gardaí.
12. You may **not** use Cork City Council Wi-Fi to access inappropriate content on your own devices.
13. You 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. is a breach of copyright laws or licensing agreements.
14. You may **not**:
  - a. use the Library's PCs or Wi-Fi to gain unauthorised access to the Library's networks or computer systems or to any other network or computer system;
  - b. block the work of others by using large amounts of system resources or by deliberately crashing any Library computer system;
  - c. try to damage computer equipment or software;
  - d. try to change software configurations in a malicious manner;
  - e. reduce the system performance;
  - f. use any Library PC or Library Wi-Fi for illegal or criminal purposes.
15. Customers are expected to know how to use PCs and the Internet. Staff may not be in a position to give prolonged help, or technology advice.
16. Failure to use the Internet in accordance with the Library's policy may result in withdrawal of service. Library staff have full authority to enforce this policy.

You can appeal decisions about the above policy and procedures in writing to the City Librarian, 57-61 Grand Parade, Cork, T12 NT99.

**Please contact your local Library for information on times to use the internet, or check [www.corkcitylibraries.ie](http://www.corkcitylibraries.ie).**