**Nottingham City Libraries Computer Acceptable Use Policy**

All computer users agree to abide by the policy as detailed below when logging onto library public computers operated by Nottingham City Libraries.

Nottingham City Libraries provides public access to computer facilities in keeping with its role of enabling and encouraging equal access by individuals and groups to sources of information and knowledge in support of digital inclusion.

You will only be able to access our Council public PCs using your own library card and password.

Nottingham City Libraries is able to control and monitor user website access in line with our security requirements however you are responsible for the sites you choose to visit. We cannot be held responsible for the content or quality of the information retrieved, nor for any problems in accessing individual Internet sites.

It is unacceptable to view, create, access, copy, download, transmit or publish any material:

• which is obscene, vulgar, racist, defamatory or fraudulent.

• which threatens or causes harassment to others.

• which is likely to irritate or waste the time of others.

• where such action would breach copyright.

As is the case with all other library materials, any restriction of a child's access to the Internet is the responsibility of the child's parent or legal guardian.

Nottingham City Council libraries do not hold a TV licence and therefore does not allow or authorise users to view live BBC television feeds from our public PCs or when using your own Internet enabled device when plugged into our libraries mains power supply.

Since the 1st September 2016 the viewing of live BBC TV through either iPlayer or BBC TV on a user’s own device is not permitted unless the user holds a TV licence.

We require all users to vacate the public computer at the end of their booked session and to do so without delay so other users can access the PC after them.

You are responsible for saving any personal documentation to cloud storage or a USB drive. We do not allow any personal data to be saved onto our network.

Nottingham City Council Libraries endeavour to ensure all software applications are up to date however this cannot be guaranteed and there may be reasons why we are not using the latest version.

If you are on a public computer, and use the lock-screen function, your session will timeout after 15 minutes, unless you unlock the screen before this time has expired. If it does timeout, any unsaved work will be lost.

Where a fee is levied, payment is due before the start of the computer session. No payments will be refunded.

Nottingham City Council Libraries are not responsible for the loss or damage of a user’s personal equipment including hardware or data.

We allow users to connect their personal devices to our public PCs and power outlets to carry out work however a user will do so at their own risk.

Anyone who does not abide by this policy may be suspended or banned from future use of the computers operated by Nottingham City Libraries and may be asked to leave the premises.

Updated: August 2018