

## **Glasgow Libraries Acceptable Use Policy and Code of Conduct**

### **Introduction / information**

You must use these computers in a responsible manner, in accordance with existing legislation and with Glasgow Libraries' policies and procedures. The effectiveness of the following standards will be monitored by Glasgow Libraries and will be formally reviewed each year.

### **Disclaimer**

Glasgow Libraries accepts no responsibility or liability for any matter, claim, action, proceeding, damage, loss, cost, charge or expense which any person may suffer or incur, either directly or indirectly, including third party, through the use of our computing facilities.

### **Filtering**

Filtering software is in place to prevent access to material on the Internet which Glasgow Libraries considers inappropriate. However, no filtering software is completely effective and Glasgow Libraries cannot guarantee that access to inappropriate or offensive material will be blocked.

If a website is blocked by the filtering system, there is a process to have the site examined and, in some instances, reclassified for public access. Please supply the site URL to a member of staff who will report the request.

### **Legal / serious**

- You must comply with the provisions of any current UK or Scots law and will be held solely responsible for any and all activity on computing facilities which is initiated by your library-issued user ID and pincode.
- You must not knowingly violate the security of the network; introduce or transmit a virus; or contravene licensing agreements or copyright law.
- Whilst every effort will be made to respect users' privacy and confidentiality, sites accessed through the network are regularly monitored by Glasgow Libraries IT staff, who reserve the right to view Web pages visited at all times.
- You must use only your own library-issued user ID and pincode to book or log on to the computers. You must not allow anyone else to use your user ID and pincode.
- You must not interfere with the computer equipment or software, or introduce or download other software. Downloading to the hard drive is not permitted. With the exception of memory sticks and headphones, you must not connect any external devices without seeking permission from library staff.
- You must not use, transmit or download material which is inappropriate / offensive to others, e.g. pornographic, obscene, racist, defamatory or illegal.
- If you are under 16, we reserve the right to inform parents or carers and to suspend or ban you from using the service, if found accessing or sending inappropriate / offensive material.

Failure to comply with these standards will result in library staff terminating your session. You may be temporarily or permanently banned from using the computers. Suspected illegal acts will be referred to the Police for investigation and may lead to prosecution.

### **Cookies**

We use cookies to make your experience of our website better. Some of these are set by third party Google Analytics to help us look at and improve how the website is used. We need your consent to set these cookies. If you continue to use this service we will assume you are happy to use these cookies.

### **Housekeeping**

It is in your interest to observe the following conditions in order to protect your confidentiality and avoid the loss of personal data.

- Any data saved to the computer will be deleted at the end of your booked session. Information you wish to keep should be saved to an external storage device.
- You must pay for all printouts on collection. Allow enough time to print out your work during your booked session.
- Please make sure you have logged out of your session by selecting the log out PC icon on the desktop. You will then be logged off and the computer will reboot clearing your Internet history and cache.

Once you click 'Yes' at the bottom of this page you are deemed to have read, understood and accepted the conditions as outlined above.