

# Internet usage policy



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Policy owner/sponsor: Executive Director, Library & Information Services

Branch contact: Coordinator, Information & Access

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## Policy Statement

The State Library of NSW provides free access to the internet through its public computers and Wi-Fi.

Access to the internet by children under the age of 18 is the responsibility of the child's parent or guardian.

All readers are expected to use the internet in accordance with this policy and the [Reader and Visitor Code of Conduct](#).

## Target audience

This Policy is for Library staff, readers, and visitors to be aware of the Library's approach to providing access to the internet through its public computers and Wi-Fi both onsite and offsite.

## Operational requirements

### *Unacceptable use*

If a reader is found to be using the Library computers or network to access **pornographic, offensive or objectionable material**, or for any **unlawful or inappropriate purpose**, the Library has the right to direct the reader to leave the Library and not to re-enter the Library for a specified period. Unlawful conduct will be reported to the relevant authorities.

Readers must be **sensitive to the values and beliefs of others** when displaying potentially offensive or objectionable information or images on computer screens located in public areas.

Readers must not:

- modify or gain access to **restricted files or data belonging to others**. This includes using someone else's Library card number to access resources.
- **damage equipment or alter the setup of computers** used to access the internet.
- **install software** on the Library's computers.
- use the Library's computers or Wi-Fi to access **illegal or prohibited websites**. The Library is not liable for the consequences of unauthorised use.

Access and use of the Library Website is governed by the [Website Terms of Use](#).

### *Security*

Security on the internet cannot be guaranteed. The Library takes no responsibility for any consequences, direct or indirect, arising from readers' use of particular sites.

### *Your privacy*

The Library's public computer system maintains an activity log of all websites visited, the computer used, the date and time when websites were accessed and records the name entered into the PC reservation login screen. Activity logs may be used for troubleshooting and security purposes and are backed up and retained for up to seven years.

The Library will make disclosures of activity logs to relevant authorities where the use of our internet system raises concern that an offence is being, or has been, committed.

In the event of an investigation, the Library will provide data access to any law enforcement agency that may exercise a warrant to inspect Library activity logs.

The Library is subject to the [New South Wales Privacy and Personal Information Protection Act 1998](#) and the [Health Records and Information Privacy Act 2002](#) as outlined in the [Web Privacy Statement](#)

### *Copyright*

It is the responsibility of readers and visitors to ensure they understand and comply with the *Copyright Act 1968* (Cth). Material on the internet may be protected by copyright. When printing or scanning information, readers should refer to and comply with any copying directives given by the author of the material. Acts not constituting infringements of copyright in works are outlined under the *Copyright Act*. It is the responsibility of users of these resources to determine whether the material is in copyright or find the copyright owner to obtain their permission. Further information and advice is provided by the [Australian Copyright Council](#).

Copyright statements are placed near computers and printer/copiers for your information. Copyright legislation also applies to the downloading of software, films, sound recordings and broadcasts.

The Library will take reasonable steps to remove any infringing materials or links to third party infringing materials from Library systems and websites or any infringing material stored in a cache on public computers or servers. Should you wish to issue a copyright notice, please contact Library's copyright contact officer.

If a reader or visitor repeatedly infringes copyright using Library systems or computers, the Library will terminate reader accounts and access to the computers and systems in line with the *Copyright Amendment (Service Providers) Act 2018*.

### **Responsibilities**

Executive Committee members are responsible for leading the implementation of this policy including its conformity to legislative and other compliance requirements, communicating this policy to managers and supervisors and other relevant activities regarding specific policy implementation.

Managers and supervisors are responsible for managing processes relevant to this policy and communicating this policy to staff.

Staff are responsible for understanding and complying with this policy.

### **Related Key Legislation and Policy**

Relevant legislation

- *Classification (Publications, Films and Computer Games) Enforcement Act 1995 (NSW)*
- *Copyright Act 1968 (Cth)*
- *Copyright Amendment (Service Providers) Act 2018*
- *Privacy and Personal Information Protection Act 1998*

Related State Library policy

- [Readers and Visitors Code of Conduct](#)
- [Website Terms of Use](#)
- [Web Privacy Statement](#)
- [Use of the State Library under the Library Regulation 2018](#)

### **Document history and version control**

<b>Version</b>	<b>Date approved</b>	<b>Approved by</b>	<b>Brief description</b>
1.0	May 2011	NSW State Librarian and Chief Executive	First version
1.1	19 January 2016	NSW State Librarian and Chief Executive	Amended version
2.0	18 June 2019	Library Executive	Version 2.0