

Using Library Computers – Rules and Recommendations

When you use computer facilities provided by Bolton Libraries, you accept and agree to abide by the following: -

1. You must use your own library card to book a computer.
2. Only one person is allowed at a computer. If you have a special requirement to seat an additional person, please speak to a member of staff.
3. If you have booked a session in advance, you must log in within 10 minutes of the start time. Otherwise, your session will be cancelled and the computer made available to other users.
4. Please be considerate of other computer users. Respect their privacy and behave in a way that does not disrupt their use of the facilities or cause them discomfort. When using a programme that produces sound, headphones must be used.
5. Do not deliberately search for, view, send or publish anything that could be considered obscene or grossly offensive, such as pornographic, abusive, violent or racist material. This also applies to use of your own equipment on library premises.
6. You are not allowed to install your own software and may use only those applications provided.
7. You must not damage the equipment or attempt to alter or delete installed software. You must not attempt to bypass our security systems.
8. Please be aware that external storage devices will be scanned for viruses and infected files may be deleted.
9. Do not infringe copyright regulations when downloading, copying or printing.
10. Parents or guardians are responsible for children's use of the internet.
11. Documents saved to a computer and information such as web browsing history, are deleted at the end of a session. However, in case of malfunction, please be sure to delete any confidential data and log out of any online accounts.
12. Be aware of how much time you have remaining and save your work regularly to external storage. Staff cannot guarantee that your session can be extended. Documents saved to a computer cannot be recovered after a session has ended.
13. We take computer security very seriously and provide a level of filtering and anti-virus protection. However, no measure can be guaranteed to be 100% effective. You must also take responsibility for your own activities. Be mindful of your online safety and be careful when sending confidential information.
14. We can accept no responsibility for any error, damage or loss resulting from or incurred during use of the public computing facilities.
15. We keep a record of how our computer facilities have been used. We follow the Data Protection Act and make every effort to protect your personal information but we may have to release relevant information about your computer use to the police or other investigation agencies.

If you do not follow these rules, we may deny you access to our facilities.