

Dec 2008

Lifelearn Computers Conditions of Use

- Access to the computers is free of charge and available to all
- If you are an existing member of the library you can have your membership updated to include computer use
- If you are a non-library member you can use the computers on completion of a registration card
- If you are under 16 you may access the computers provided a parent or guardian has signed a consent form
- You should provide your membership card to staff at the main desk each time you wish to use a computer, or be able to answer a security question
- Computers may be booked in advance by telephone, e-mail or in person. If you have not arrived 15 minutes after the start of your session the computer may be given to someone else
- Your password and membership card must not be given to anyone else
- If you have long outstanding charges owing to the Library Service you will have to pay them before using the computers
- Library staff can provide you with a short induction to the computer facilities. Ask staff for an appointment. They can also offer support with basic computer functions
- If you are a complete beginner staff can arrange free computer training in a library with an IT Buddy
- Filtering software is implemented for all users and computer usage is monitored
- West Lothian Council cannot be held responsible if you access unsuitable material
- It is not the responsibility of staff to police children's use of the computers
- You must not access, or attempt to access, any material likely to be considered offensive or inappropriate. What is considered offensive will be the decision of West Lothian Council staff and that decision will be final
- You must not copy, download or forward any material with the intention of using it for illegal purposes, or in breach of copyright
- Damage to equipment must be paid for
- Staff may terminate your computer access if you fail to comply with any of the above conditions
- You are responsible for making yourself aware of, and complying with the Acceptable Use Document and the conditions of this document