**Public Computer Use Policies and Procedures**

1. All users must be members with a library card in order to use the public computers at The Station Master’s House (**SMH**).
2. By using the library computers, you agree to abide by the *Public Computer Acceptable Use Policy*andthe*Public Computer Use Disclaimer* below. Not abiding by the *Public Computer Acceptable Use Policy* could result in the loss of computer or library access.
3. Our public computers can be booked for one hour slots during our regular half day sessions by contacting the SMH. They are available on a first-come, first-served basis. At other times computers MAY be available to the members if not being used. You may use the computer for the specified time limit. If no one else is waiting, you may continue to use the computer.
4. Responsibility for information accessed electronically by children rests with their parents or legal guardians. Parents and guardians are encouraged to read the *Public Computer Use Disclaimer*.
5. Computers are configured by the library for public use. Do not install additional software on any of these computers.  USB Flash drives and SD memory can be used to bring in documents or save documents to take away.
6. Be aware that the computers have specialised software which resets the machine on restart. If the machine is restarted before work is saved to a USB or SD card then it will be lost.
7. Computers and computer equipment must be used in a manner that does not damage the equipment. Do not change the configuration of any of the software or hardware on these computers.
8. There is a per-sheet printing charge.  The library is not responsible for unwanted pages or incorrectly formatted print-outs. Please speak to the front desk for the latest print charges and to arrange a print.
9. The internet service or particular PC’s may not be available temporarily and sometimes at short notice due to maintenance or technical problems.
10. There is no way to ensure adequate security of bank card numbers, account numbers or any private information.  For this reason, we recommend that you do not enter private information when using *any* computer other than your own. Should you choose to enter personal data, bank card information or make purchases over the Internet, you do so at your own risk, the library will accept no responsibility for these transactions, and library staff cannot provide assistance to you.

Library staff will not provide in-depth training concerning the Internet, computer jargon or computer use. We may, however, be able to offer searching suggestions or basic usage. We have beginner computer reference books and will be happy to help you find them. We can also help with use of the Library Management Systems itself to search for books.

**Public Computer Acceptable Use Policy**

Acceptable Use

Use of thepublic computersat the library will be guided by the following principles:

* 1. Respect for the privacy of others, as well as consideration of others if accessing sites that may be controversial.
	2. Attention to the legal protection provided by copyright and license to programs and data.
	3. Consideration for the security and functioning of computer networks and systems.

Unacceptable Use and Restrictions

It is not acceptable to use the computers at the Station Master’s House (SMH) for any purpose that violates UK laws, to transmit threatening, obscene or harassing materials, or to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to:

* Distributing unsolicited advertising;
* Propagating computer worms and viruses;
* Using the network to make unauthorized entry to any other machine accessible via the network.

Illegal acts involving computer use at the The Station Master’s House (SMH) may be subject to prosecution by under UK law.

Computing resources will not be used to access inappropriate sites.  Inappropriate websites or files include those that display images that depict nudity, sexual conduct, graphic violence, or abuse, and appeal predominantly to prurient or morbid interest.

Modifications of This Policy

The SMH reserves the right, in its sole discretion, to modify its public computer policies at any time for any reason without prior notice. The SMH also reserves, in its sole discretion, the right to terminate access to public computer service to any person at any time for any reason without prior notice.

**Public Computer Use Disclaimer**

The Internet and its available resources contain a wide variety of materials and opinions, from varied points of view.  Since the Internet is a global, electronic network, there is no state, county, or local control of its users or its contents.  It is not possible to use the same selection criteria that are used for other materials. In offering public computers with Internet access, library staff cannot control access points that change rapidly and unpredictably.  Users are hereby notified that they are responsible for the access points they reach. The Internet is a global entity with a highly diverse user population and library patrons use it at their own risk. The library’s policy prohibits access to inappropriate materials. Parents or legal guardians must assume responsibility for monitoring their children’s use of computers and the Internet.  The SMH assumes no responsibility and shall have no liability for any direct, indirect or consequential damages arising from the use of information found on the Internet.

The SMH assumes no responsibility for any damages, direct or indirect, loss of data, or loss of privacy, arising from the use of its computers to access the Internet, documents, or other files created or edited using any software installed on the computers.

The accuracy of information gained through online access is the responsibility of each originator/producer. Therefore, the SMH does not guarantee the accuracy of information obtained through the Internet. You need to be a good information consumer, questioning the validity and accuracy of the information you find.

Use of public computer access at the SMHconstitutes acceptance of the *Public Computer Use Policies and Procedures*and the *Public Computer Acceptable Use Policy.*

The Station Master’s House(the SMH) assume no liability for any loss or damage for personal injury or for loss or damage to any person’s property, including data; USB Flash drives or other media; software, or hardware. The SMH likewise cannot be held accountable for members use of their public computers that causes losses, damages, expenses, personal injuries and causes of action of any kind whatsoever arising out of or related to the use of the public computers, including, without limitation, invasion of privacy in the user’s computer accounts, programs, files or software; damage from access to inappropriate, harmful, or offensive material or images, or other Internet content; loss of data; or damage to USB Flash drives, floppy disks, or other media; software, or hardware.