

**Manawatu District Council**

# **Library Digital Technology and Internet Public Access Policy**

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## **1 Introduction**

1.1 Manawatu District Council will provide free, high speed access to the Internet through purchased devices and in partnership with the Aotearoa People’s Network Kaharoa (APNK) and Manawatu District Libraries at the Feilding Library.

1.2 The *Manawatu District Libraries Strategic Framework 2017-2022* provides the vision for Library Services within the Manawatu District; “The Best Little Library in New Zealand”. Four strategic goals guide the development of library services over the five years to achieve this vision:

Goal 1 Leading the Way | Relevant to Everyone.

Goal 2 Act as a Catalyst for Learning, Discovery and Creation

Goal 3 Revolutionise our Digital Environment

Goal 4 Work with Others to Add Value to Our Community

Providing free access to digital technologies supports all four of the strategic goals.

## **2 Purchased Devices**

2.1 Manawatu District Libraries provides fixed station Microsoft Computers and an Apple iMac (known as the Heritage Room and Makerspace Computers) and Apple iPads and Chromebooks (known as the Makerspace devices) for use in Library lead Programmes, Classes and Events.

## **3 APNK Devices**

3.1 Manawatu District Libraries, in Partnership with APNK provide Chromebooks (a laptop that runs on Google’s Chrome OS operating system), Chromestations (a fixed station with screen, mouse and keyboard that runs on Google’s Chrome OS operating system) and wireless access to the internet (Wi-Fi) at the Feilding Library.

## **4 Access to the Internet and Digital Technology**

4.1 Wi-Fi access to the Internet through the APNK network is unrestricted and available at Feilding Library during opening hours. Wi-Fi is also accessible 24 hours a day 7 days a week outside the building in certain areas.

4.2 Public access to the Internet through Digital Technology will be provided to all customers at no cost under the following conditions:

- Manawatu District Libraries Members have access to APNK Devices by using their membership ID.
- Non-members must surrender either a drivers licence, passport or a valuable item (such as a cell phone) to use an APNK device.

4.3 Access to the APNK Chromebooks and Chromestations will be provided through the booking and usage arrangements at Feilding Library, with a maximum session time to be determined based on the level of customer demand and the need to ensure equitable access.

- 4.4 Customers must vacate their APNK Chromestation, or return their APNK Chromebook when their allotted session time has expired. A Library staff member may, at their discretion, extend the session time for any customer and may similarly ask a customer to terminate their session (extended or otherwise), based on the level of user demand at the time.
- 4.5 Out of consideration for other customers during busy times, Manawatu District Libraries reserves the right to limit the number of APNK sessions to two per customer, per day or to limit the time period for which a person may use any other Library Chromebook or Chromestation.
- 4.6 Bookings for APNK Chromebooks and Chromestations may be made in advance by asking the Library Staff Member at the Front Counter, but will lapse if not activated within 5 minutes of the allocated session time.
- 4.7 Manawatu District Libraries reserves the right to limit the number of people around any computer to no more than two.
- 4.8 Manawatu District Libraries reserves the right to have devices with different parameters e.g. limited time sessions, Large Typeface, Catalogue Only, etc.
- 4.9 Manawatu District Libraries reserves the right to make some APNK computers unavailable at times for specific purposes, such as training or community group use.
- 4.10 Printing costs will be charged at the rate to be determined annually by Council through the Annual Plan process.

## **5 Additional Access**

- 5.1 In addition to the access to the Internet and digital technology provided through the APNK computers and wireless, the Library will provide free access to its online catalogue and PressReader (Magazines and Newspapers) through fixed touch screen devices.
- 5.2 Access to the internet and printing is not available through these devices.

## **6 Behaviour, Damage and Theft**

- 6.1 Any behaviour which endangers, disturbs, interferes with, or is inconsiderate of, any other person is unacceptable. Unacceptable conduct may lead to the termination of a usage session and a refusal to accept further booking sessions. Continued inappropriate use of any computer or offensive behaviour may result in exclusion from the Library.
- 6.2 All APNK Chromebooks are protected against theft and WILL NOT work outside the APNK network at the Feilding Library.
- 6.3 Manawatu District Libraries will seek compensation from the user for any costs associated from damage or attempted theft.
- 6.4 The police will be notified of all theft attempts and Manawatu District Libraries will pursue trespass action. If the user is a library member, this will also result in termination of their membership.

## **7 Disclaimer**

- 7.1 The Internet is continuously changing and no organisation has a complete knowledge of or control over its content. Some information on the Internet may be unreliable, out of date, misleading and deliberately or innocently inaccurate. APNK and Manawatu District

Libraries have no control over and can accept no responsibility for the accuracy or reliability of information located on the Internet, or any losses or damages resulting from the use of this information.

- 7.2 As access to the information on the Internet relies on the availability of local and remote computing equipment over which Manawatu District Libraries has no control, APNK and the Library are unable to guarantee access to any specific site, and can accept no responsibility for any losses or damages for the failure to access any specific site.
- 7.3 As the transmission of data across the Internet relies on copying data to and from multiple servers, APNK and Manawatu District Libraries are unable to guarantee the security of any personal data or information transmitted using the Feilding Library public access Internet facilities. APNK and Manawatu District Libraries can accept no responsibility for the loss or breach of privacy of any personal data or information entered or transmitted by an individual using the Library public access Internet facilities. Customers are responsible for logging off their APNK device at the conclusion of their session to ensure that any personal data is purged.
- 7.4 While APNK will attempt to block the transmission of computer viruses and malware, it is unable to guarantee that any data transmitted to or from the Feilding Library APNK public access Internet facilities will be virus free, and can accept no responsibility for any loss or damages resulting from a computer virus received through the use of these facilities. Users are responsible for ensuring that any important data is backed up and that files potentially containing computer viruses are scanned and disinfected prior to executing.
- 7.5 While APNK and Manawatu District Libraries will attempt to block access to Internet sites with explicit content, which may reasonably be considered to be offensive, APNK and Manawatu District Libraries are unable to guarantee that users may not encounter Internet sites with content, which they may find offensive. Manawatu District Libraries has a shared responsibility with parents and carers for assisting children in the safe use of the Internet. Parents and caregivers have the primary responsibility for supervising their children's use of the Library, including their use of the Internet.
- 7.6 Any link from the Manawatu District Libraries website to any other website does not imply an endorsement of the website or its content by the Manawatu District Libraries or the Manawatu District Council.