

**THE MORAY COUNCIL  
LIBRARIES AND INFORMATION SERVICES**

**PUBLIC INTERNET USE POLICY**

**Introduction**

- Moray Libraries and Information Service provides access through the Internet to a wide range of resources that meet learning, information, leisure and cultural needs of the community of Moray.
- Internet access is provided free to all library users. Membership of the Library Service is open to all those who live in, work in, study in or visit Moray, and is free.
- Visitors and non library members who wish to use computers in any of our libraries must provide proof of identification. Acceptable forms of identification for visitors using the Library Learning Centres include: Driving Licence, Passport, Photographic ID, National ID Card, Young Scot Card. You will also be asked to complete a Learning Centre application form.
- E-mail access is provided free to all library users.
- Access to Bulletin Boards and News Groups for lifelong learning purposes is provided free to all library users.
- Permission of parents or guardians is required before young people aged under 16 can use the Internet and the library encourages parents or guardians to supervise their child's use of the Internet.
- Printing and downloading services are available.
- The Internet is a world wide network and the Moray Libraries and Information Service is not responsible for the accuracy, validity, legality or usefulness of information available.

**Responsibilities**

- Individuals are responsible for their behaviour and communications. Communications are to be used responsibly and in accordance with this policy.
- Users must not transmit any material in violation of any laws. This includes, but is not limited to: copyright material; pornographic material; racist material; or material protected by a trade secret.
- Users must not transmit or distribute any material or message that might be offensive, abusive, obscene, indecent, or that can be considered to be a personal attack, potentially defamatory, causing a nuisance or generally distasteful.
- Users must not upload, download, use, retain, distribute or disseminate any images, text, materials or software that might affect or have the potential to affect the performance of, damage or overload the Council's system, network and/or external communications in any way.
- Users must not use the service for fraudulent purposes nor in connection with a criminal offence.
- The Council is responsible for ensuring that users of the service are aware of this Policy and the conditions of use relating to the resources provided.

- The Council is responsible for ensuring that users abide by this policy and will assist or carry out any investigation required as a result of any alleged breach of this policy.
- The Council is not responsible for any damage, loss of profit, any indirect or consequential loss, distress, loss of data, business or any wasted expense suffered as a result of using the service.

### **Monitoring**

- Users should be aware that the Council routinely logs all use of internet and e-mail facilities. The Council recognises an individual's general right of privacy but reserves the right to monitor where a complaint alleging a breach of the policy is received.
- You should be aware that e-mail messages can be traced. Anyone having a part in creating or forwarding any material in breach of this policy can be identified. E-mails are admissible in a Court of Law.
- The Council reserves the right to withdraw facilities if it considers that your use of the service is in breach of this policy.

### **Data Protection**

- The Council holds and processes personal data and has responsibilities under the Data Protection Act 1998 ("the Act"). The Council recognises individuals have rights with regard to personal data of which they are the subject and will provide information within the scope of the Act upon request.

### **Breach of Internet Use Policy**

- Failure to adhere to this policy may lead to withdrawal of services either on a temporary or permanent basis.
- Your conduct or actions may be unlawful and illegal and you may be personally liable. Where applicable the Police will be involved.
- Should you accidentally download any offensive image or other material please inform a member of staff who will ensure that the material is deleted.