

## Acceptable Use Policy

The following terms and conditions relate to the public use of ICT facilities offered by Bexley Library Service whether within library buildings or from other locations. By using the service, you agree to be bound by these terms and conditions in full.

Bexley Library Service offers, as part of its core service, ICT-based resources, including a website and access within all its libraries to the internet, web-based email, and various software packages. Standard Microsoft Office software is available at libraries for word-processing, spreadsheets, databases and presentations. Wi-Fi internet access is available in all libraries.

### Use by children and young people

Bexley Library Service offers within its libraries access to the internet designed to exclude offensive or undesirable material. Parents and carers are nevertheless referred to the disclaimer below and are strongly advised to supervise use of the internet by children. Bexley Library Service reserves the right to restrict or prevent use of the internet by children in those circumstances in which it appears to a Council Officer that access to offensive or undesirable material may occur.

### Wi-Fi Access

To use the service, you must have suitable Wi-Fi enabled equipment with appropriate software. You are responsible for providing this equipment if you wish to use the service. You are responsible for ensuring the compatibility of your equipment with the service. The specification and condition of your equipment may affect your experience of the service. You accept the risk of any failures to your equipment as a result of using the service.

Bexley Library Service cannot guarantee availability of the service and may need to withdraw or reduce the availability of the service from time to time. Bexley Library Service cannot guarantee the service is fault free or fit for any particular purpose. In particular, service may be affected when many people are using it at once. Please note that the service is unlikely to be as quick as 4G mobile phones.

The service and speed of data transmission can be affected by numerous factors. The accuracy and timeliness of data sent or received cannot be guaranteed. By using the service, you accept that delays or omissions may occur when sending and receiving data, including emails.

The Wi-Fi services are public and are not a secure means of communication and any information that you supply to any third parties when using the Wi-Fi services may not be kept confidential. Therefore, you should not use the Wi-Fi services in connection with any material that you regard as being confidential, commercially sensitive or valuable (Bexley Library Service will not be subject to any obligation of confidentiality nor be liable for any use and/or disclosure of such Unwanted Contributions).

Bexley Library Service cannot guarantee that any particular virtual private network will be compatible with the service.

By using the service, you assume all responsibility and risk for use of the service.

### Use of the Wi-Fi service

You must not use the service for anything unlawful, immoral, or improper. This includes but is limited to - not accessing any violent, pornographic or illegal material, not doing anything to promote such material or any activity that is illegal; not using it to make inappropriate communications which include, but are not limited to, anything which is invasive of another party's privacy, infringes another party's rights, is harmful, threatening, harassing, or has fraudulent purposes.

You agree not to send or receive data, files or programs that may be harmful in any way to the service or to the equipment other people are using to access the service; not introduce or transmit any malware into our systems or those of any third parties; use deceptive marketing techniques or spam.

You agree that you will stop using, or modify your use of the service if requested to do so by a Council Officer.

We reserve all our intellectual property rights in the Wi-Fi services. You agree not to attempt to modify the service in any way. Nothing in this contract grants you any rights in the Wi-Fi services other than as is necessary to enable you to access and use the Wi-Fi services.

You accept that we may restrict access to specific websites or content genres at our discretion. You accept that we may modify these restrictions from time to time.

Bexley does not control, nor is it in any way liable for, data or content that you access or receive via the service. You accept that we are not responsible for restricting access to data or content that may offend or upset you.

### **Disclaimer**

Bexley Library Service cannot be held responsible for the accuracy, authenticity or suitability of material accessed or retrieved by customers, whether by accident or design within its libraries or via links within its website. Customers must at all times comply with the terms of the Computer Misuse Act 1990, the Data Protection Act 1998, the Copyright Designs and Patents Act 1988, the Obscene Publications Acts 1959 and 1964, the Telecommunications Act 1984, General Data Protection Regulation 2018 and all other legislation governing the use of computer and communications facilities.

Bexley Library Service reserves the right to withdraw services from customers who fail to comply with current legislation or the above terms and conditions, and reserves the right immediately to terminate the use of equipment within its libraries by any user who, in the opinion of a Council Officer, is attempting to view, receive or transmit offensive or undesirable material, or is otherwise misusing the facilities offered.

The provision of access to ICT facilities by Bexley Library Service, through its libraries or website does not imply a licence for the storing, printing, reproduction or transmission of any material offered and users rely entirely on their own resources and advisors in determining acceptable practice under the copyright legislation currently in force.

Users rely on their own resources for the security of personal or private information transmitted over the internet from library terminals and are advised to ensure that financial details are kept secure.

This acceptable use policy complies with national guidelines endorsed by CILIP (the Chartered Institute of Library and Information Professionals), and UKOLN (the UK Office for Library Networking).

Feedback to London Borough Bexley: Libraries, Heritage and Archives

[Libraries@bexley.gov.uk](mailto:Libraries@bexley.gov.uk)

Updated January 2020