Computer Guidelines
for Library Users

Books are not the only source of information at the Wellington Shire Library. Computer and internet services are also available to our patrons to ensure equal and free online access. The World Wide Web provides a means to access facts and data far beyond the Library's own collections.

Each branch, including the Mobile Library, provides free access to PCs for personal, study or research use. This can include general surfing of the internet, online databases, electronic resources and web-based email. All PCs also have Word Processing, Ancestry genealogy records as well.

These PCs are a shared resource, so all Library users are expected to use these technology facilities in a responsible manner, consistent with the educational and informational purposes for which they are provided.

Wireless connections for laptop owners are available for free at all branches except the Mobile Library.

Internet and Wireless Access Conditions of Use

This internet facility is provided in a public environment, and its use must meet general community standards. Library patrons must not deliberately access illegal, inappropriate, offensive, controversial, restricted or inappropriate material. If such material is accidentally located on the internet, you must exit that site immediately.

Users must not transmit any material or mail which is illegal, harassing or likely to offend from these computers. Sending, receiving, or displaying undesirable information (text or graphics) on the internet will result in that person being unable to use the internet computer facilities in the Library.

The Library does not monitor and has no control over information accessed globally via the Internet and therefore cannot guarantee the reliability, accuracy or appropriateness of the information retrieved. Sending credit card numbers, account numbers, your name, address or other private information via the Internet is undertaken at the user's risk.

INTERNET
Please see staff at the desk to register your session. You will need your member card, or some other ID. This service can be popular so it's best to pre-book to ensure a PC at a suitable date and time. Bookings can be made over the phone or in person. If you wish to cancel or change your booking please phone staff at that branch. Bookings may be reallocated during periods of high demand if not taken within ten minutes of the booking start time. Staff can get first time internet users started - let us know when you make your booking that you'd like a

hand. If you need training, staff can tell you where to find out about courses.

ONLINE DATABASES
As a member, the Library provides you with access to Ancestry genealogical information. This database is available on-site from branch libraries.

OTHER TECHNOLOGY
The Library has PCs available for patron use, which includes word processing, spread-sheet, database and presentations software. You can type up and print out professional-looking business flyers, resumes, school assignments and spreadsheets.

Our staff will be pleased to assist if you are having difficulties; however you are expected to be self sufficient in the use of the PC hardware, software and the Internet. Generally time constraints mean that staff are not able to teach you how to use these resources, but may only be able to provide you with some basic guidance.

Printing in black and white is available from each terminal at all branches. Some libraries offer colour printing. Printing fees do apply. Faxing and photocopying services are also available.

Microfilm Readers/Printers are available at Sale and Yarram libraries to view old newspapers for research.

Sale Library has the BoardMaker program which is excellent for creating communication books, social stories and visual schedules.

You can find details of other public

internet-access venues through the website: www.internet-access.vic.gov.au/ The site also includes a short tutorial on using the internet.

GENERAL CONDITIONS OF USE
You can book for 1 hour sessions at all branches except Sale Library (30 minutes applies). This may be extended if the PC is not required by another user. Maximum session time is 3 hours.

If you arrive late for your booking, you must still finish at the specified time to allow the next person to take their booked spot.

Every endeavour will be made to provide reasonable access for all patrons with bookings; however, the Library reserves the right to cancel a booking should it become necessary to do so.

Users are not permitted to attempt to bypass network security, nor to adjust, change or tamper with settings on the workstations or printers.

Users must respect and comply with all copyright laws and licensing agreements pertaining to software, files and other resources obtained via the Internet.

Use of the computer facilities is entirely at the user's own risk. The Library will not accept responsibility for any damage of data due to viruses and other causes.

For more information please contact Wellington Shire Library on (03) 5142 3368.