



**NORTHERN TERRITORY LIBRARY
PUBLIC ACCESS COMPUTERS**

TITLE: Public Access Computers Policy

Policy No: NTL003

Related documents:

Collection Development and Access Policy
Conditions of Entry Policy
Membership for Researchers Policy

PURPOSE

The Northern Territory Library (NTL) provides reference information resources free of charge to all Territorians. This policy sets guidelines for the use of the public access computers in the Library for the provision of online services, software, information management and training facilities.

The policy is based on the following principles and values:

- Responsible and fair use of NTL computer facilities are encouraged for research, education, information management and communication purposes.
- The Collection Development and Access Policy guides the selection of electronic and online information resources.
- Freedom of access to information, information literacy and lifelong learning are essential elements in a democratic society.
- NTL has a responsibility to provide basic training opportunities in information literacy skills in order that patrons have the skills and knowledge to access online information resources.
- Restrictions on the use of information technology may be imposed for specific reasons, including protection of the rights of groups or individuals, public interest, copyright or other legal provisions.

POLICY

Online reference services

- Online reference information resources which are within the guidelines set by the Collection Development and Access Policy, licensing restrictions and budgetary constraints, are purchased by the Library and made available via public access computers in the Library.
- Online reference information resources will be available free of charge on the public access computers. (This includes databases for which the Library pays subscription fees, databases published by the Library, including the catalogue, and databases which are publicly accessible online.)
- Responsible use of computers in a public place is expected, and internet sites which are considered to be offensive or 'not in the public interest', including pornographic sites, are not to be accessed in the Library. (These are banned and software may be installed to preclude public access to these sites.)

Email

- 'Express' terminals are available for patrons to use on a 'drop-in' basis for 20-minute sessions, and clients will be directed to these terminals in the first instance.
- Responsible and fair use of web-based email is allowed on the general terminals which have booking times of 1 to 2 hours.

Software and information management facilities

- Software (including Microsoft Office suite) is available on all computers to facilitate management of reference information.
- Responsible and fair use of software, including wordprocessing facilities, is encouraged.
- Printing facilities are available from all public access computers, and a charge per page will be levied to cover costs.
- Saving devices, including the use of CD Roms, DVDs and USB memory keys, are permitted.

Information literacy training

- Guidance in the use of the Library's online resources may be provided.
- Training in the use of specific databases and for special client groups will be provided at agreed times and there may be a negotiated fee for groups.

Responsibility

- All staff are responsible for ensuring that public access computer usage complies with Library policy and is not abused.
- Staff are authorised to request that patrons comply with this policy, and may call the manager in charge if there is a breach of policy.
- Audits may be conducted at the request of the Library's management.