

PUBLIC COMPUTER CENTRE - Conditions of Use

1. Borrowers must present their current library card or identification (which includes name and current address) to use the public computers. (Conditions apply – refer to 'Borrowing Policy').
2. Visitors to the area may use the Public Computer Centre. Visitors are those defined as living outside the Sydney Metropolitan region. (Sydney Metropolitan region as defined by the Metropolitan Public Libraries Association). To use the computers, visitors must show some form of identification to staff. Examples include overseas passport, local, interstate or overseas drivers licence.
3. Children under the age of 18 years will only be permitted to book the public computers if they have written consent from their parent or legal guardian.
4. Bookings are required and may be made up to 1 month in advance. Bookings may be made in person only. Telephone bookings are not permitted.
5. *Merrylands Public Computer Centre*
 - A. **Monday to Friday** - A computer booking may be made for a maximum of 2 hours, with a further booking permissible on completion, and subject to availability.
 - B. **Sunday** – Computer bookings may be made for a maximum of 1 hour, with further bookings subject to availability.*Wentworthville and Greystanes Public Computer Centres*
 - A. **Monday to Friday** - A computer booking may be made for a maximum of 1 hour, with a further booking permissible on completion, and subject to availability.
 - B. **Saturday** – Computer bookings may be made for a maximum of 1 hour, with further bookings subject to availability.
6. A break every 50 to 60 minutes is required under occupational health and safety regulations.
7. Bookings will be cancelled if a borrower does not arrive within 10 minutes of the scheduled starting time. Borrowers must finish at the specified time so as not to inconvenience the next user.
8. Public computers left unattended for 10 minutes may be reallocated.
9. Copying of installed software is not permitted.
10. Public computers, printers and scanners are not to be switched off at any time.
11. Abuse of equipment and tampering with hardware are not permitted.
12. Installation of software including Internet plug-ins (such as MS Messenger or Yahoo Companion Toolbar) is not permitted.
13. Changes to systems configurations in DOS or Windows are not permitted.
14. The library accepts no responsibility for the integrity or security of data transferred or data lost using library hardware or software.

15. Material accessed must be appropriate within a public area. Non-compliance will result in the suspension of library access rights.
16. CHAT Rooms and Internet games are not to be accessed.
17. Material downloaded from the Internet is subject to copyright regulations.
18. Material may only be downloaded from the Internet to the borrower's floppy disk.
19. Use of the public computers is free.
20. Printing at Merrylands Central Library's Public Computer Centre is only available upon purchase of a computer print card. This card may also be presented at Wentworthville and Greystanes libraries to obtain discounted printing.
21. Should part of a borrower's booking time be lost due to technical problems, the borrower will still be obliged to vacate the computer at the end of their booking for the next person.
22. Refusal to follow directions of library staff will result in the suspension of computer privileges.
23. Every endeavour will be made to provide reasonable Internet access for all borrowers with bookings. However, the Library Service reserves the right to cancel a booking should it become necessary to do so. Where possible, notice will be provided to users when the system is unavailable.
24. No food or drinks are to be taken into the Centre. This includes gum.
25. For the comfort and safety of all persons in the Public Computer Centre, persons per computer are limited to the seating numbers specified on the public computer monitor. However in the case of small children accompanied by an adult, this rule may be waived at the discretion of the staff.
26. Mobile phones should not be used within the Public Computer Centre. Please see relevant signage.