

**Access to computer resources are provided on the understanding that you comply with the terms set out in this Acceptable Use Policy.**

- Public access computers are available to members of Hartlepool Borough Libraries.
- Computer sessions can be booked by the hour in advance.
- The first hour (or part hour) per day is free of charge. Subsequent hours (or part hours) incur a charge. There is no charge for under 16s.
- The free session may be extended for those conducting jobseeking or benefit transactions, upon proof of eligibility.
- Computer facilities within designated areas are available to children. These computers do not have access to social networking sites. Although the computers are subject to Hartlepool Borough Council's filtering system, nevertheless we cannot guarantee the content of internet sites and parental guidance should be exercised.
- Access to games is at the discretion of staff and may be restricted during times of high demand.
- You must not deliberately change the set up of the computers under any circumstance, this includes downloading software to the computer.
- The computers provided are equipped with virus protection software, however we cannot guarantee total protection from viruses when using our PCs.
- We only allow the legal download of music, from approved sites. We do not permit making unauthorised copies of music, images or other media.
- Headphones must be worn when listening to audio material (the library does not provide these).
- We recommend that you save your documents to a USB memory stick.
- We accept no responsibility for the validity or quality of information available via the internet and cannot vouch for the security of internet sites, therefore any financial transactions are undertaken at your own risk. Library staff are not permitted to undertake any transactions on customers behalf.
- You must not deliberately access any sexually explicit, racist or other offensive material. It shall be at the discretion of Hartlepool Borough Council as to what constitutes offensive material. A filtered Internet service is provided, but this cannot guarantee complete protection from offensive material. A search history of Internet sites visited is kept. We reserve the right to check your search history without informing you if misuse is suspected or at the request of the police. More information about how we use your information can be found in our Data Privacy Statement.
- Staff may terminate a computer session if these conditions of use are broken, or if the Library byelaws are contravened. Hartlepool Borough Libraries reserve the right to suspend or ban any user from access to the Public Computer Service.