



Comhairle Contae Dhún na nGall

Donegal County Council

Donegal County Library Service

Computer & Internet Acceptable Use Policy

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Computer and Internet Sessions



- If you use a computer or the internet at a Donegal Library, you agree to follow these rules. If you don't, we might stop you from using the computers or internet in the future.
- If you want to use a computer at a library that has a booking system, you can just go to a computer and sign in using your library card. These libraries are Central Library – Letterkenny, Milford Library, Bunrana Library, Carndonagh Library, Bundoran Library and Leabharlann Phobail Ghaoth Dobhair.
- If you are using the computers in Movice Library, Twin Towns Library, Lifford Library, Raphoe Library, Donegal Town Library, Ballyshannon

Library and Leabharlann Phobail na Rosann, please sign in at the main desk to use a computer.

- You can use the computers and internet at the library for free, but it's first come, first served. You can use them for up to 55 minutes at a time. If you want to reserve a computer in advance, you can call your local library.
- If you need to use a computer for longer than 55 minutes, you might have to move to a different one.
- If you don't start using your booked computer within five minutes of your booking time, someone else might be able to use it instead.
- The library tries to protect your privacy when you use the internet, but we can't guarantee it. You should be careful to protect your personal information when using a shared computer. Make sure you sign out of your emails, social media, and other accounts after you're done using the computer. Also, delete any files you downloaded.
- You can't create, share, or download anything that is:
 - Inappropriate or offensive
 - Hateful or disrespectful
 - Illegal or breaks copyright rules
- If you use a USB drive or other external storage device on the library computers, it's at your own risk.
- At libraries with computer reservations, a timer will tell you how much time you have left. If you don't finish within your time limit, the computer will automatically reset. When the computer resets, everything you were doing, like your browsing history and any files you created, will be deleted.
- Don't leave your things unattended. If you lose or damage them, it's your responsibility.
- You can print things at all the libraries, but it does cost money. The prices are posted in the library, or you can ask a staff member for help.
- You can use Wi-Fi in all our libraries, but it's a public network and isn't secure. If you use it, you're doing so at your own risk. Before you connect, you'll need to agree to some rules. You can read those rules here:
<https://www.donegalcoco.ie/footer/wi-fiusertermsconditions/>

- Android Tablets and iPads are available for free to be used within the library. Just ask a staff member for more details.
- Membership is free to everyone. Library membership requires photo I.D. and proof of address. You can join online here - <https://www.donegallibrary.ie/mainnavigation/useyourlibrary/membership/>

Children and the Internet



- If you're under 18, you're considered a child for these rules. It's up to your parents or guardians to decide if and when you can use the internet.
- If you're under 12, you can use the internet at the library, but your parent or guardian must be with you, or you need to be supervised by an adult who is at least 18 years old.
- If you're between 12 and 17, you can use the internet at the library on your own, but your parent or guardian needs to sign a consent form first. You can get this form at any library.

The internet can have information that's wrong, offensive, or inappropriate. The library isn't responsible for anything you find online.

Staff Assistance



Our staff will help you when you're in the library, but we might not be able to help with all your computer and internet problems.

Guidelines



- The internet isn't always safe, so be careful about sharing personal information online. For information on web safety see www.webwise.ie.
- Donegal County Library Service is not responsible for any problems or costs that happen because of using the internet here. If you're under 18, your parents or guardians are responsible for any problems or costs.
- Donegal County Library Service isn't responsible for what you see on the internet when using our computers. It's not okay to look at pornographic or other inappropriate content on public library computers. If you do, you'll be asked to leave the library and won't be able to use the computers anymore.

- The downloading of software is not allowed for security and/or copyright reasons. Files or information may not be copied to the hard drive. Sharing of any material that breaks any laws is not allowed. This includes, but is not limited to, copyrighted material, threatening, obscene or pornographic material. If you break these rules, we may contact the Gardaí.
- Trying to hack or damage the network will get you banned from using the internet at the library. Donegal Library County Service are not responsible if you get any viruses that you might accidentally download when using our internet.

Complaints Procedure



If you don't agree with a decision a library staff member has made about using the internet, you can talk to the librarian in charge first. If that doesn't help, you can talk to the county librarian who can be contacted at admin@donegallibrary.ie