

## Rules on use of computers and other technical equipment

## **Rules on use of computers and other technical equipment at the Ciril Kosmač – Public Library Tolmin**

1. Use of the computers and pertaining equipment intended for users is free for all users.

2. Before using a computer, members must present their library card at the circulation desk; non-members must present a valid form of personal identification.

3. Users are required to abide by the following rules:

- Changing settings or installing of any software are forbidden.
- Users must report any malfunction or irregularity on a computer to library staff.
- Disturbing other computer users is forbidden.
- Audio content may only be played with the use of multimedia headphones.
- Viewing sites with inappropriate content is forbidden.
- It is recommended that data be stored on removable media. The library accepts no responsibility for loss of data.
- After finishing work on a computer the user must log out.
- Use of a computer and pertaining equipment is restricted to one hour.
- Library staff may limit the number of persons using one computer at the same time.

4. During their time on the computers, users are materially liable for all hardware and software malfunctions.

Users are themselves materially liable for any possible damage they cause through use of computers and other library facilities.

5. Other services related to the use of computer equipment (e.g. printing) will be charged under the valid Price List.

6. In making reproductions (printing, copying electronic content), users must consistently observe the restrictions and regulations concerning copyright. The library is not liable for any infringements.

7. The library reserves the right to restrict access to web content and services that are counter to public order and morality and are thereby counter to the tasks and mission of the library.

The library accepts no responsibility for the viewing and use of such content on the Internet.

8. In the event of a breach of these rules, library staff or a security officer from the authorised security service will caution the user regarding the breach and request that they immediately cease such actions. If a user does not heed the cautions and requests, library staff or the security officer from the authorised security service may prohibit that user from using a computer.

For multiple breaches or for not heeding the cautions and requirements of library staff, the director may ban such user from entry into the library and exclude them from membership, in accordance with Article 57 of the Rules on the General Conditions of Operation and Article 15 of the Decree on the Basic Library Services.

Pursuant to Article 43 of the Rules on the General Conditions of Operation of the Ciril Kosmač Library, Tolmin, these Library Rules were adopted by the library director on 10 June 2015 and are applicable from that day on.