

Neighbourhood Services



Procedure Acceptable Use Policy

- You must use these computers and network in a responsible manner, in accordance with existing legislation and with Leicester City Council policies and procedure
- You must not force the shutdown of council computers by holding down the PC power button or by directly switching off the power supply at the plug socket
- Computer and network use will be monitored. If you fail to comply with these standards, library staff will terminate your session. You may be temporarily or permanently banned from using the computers and network. Illegal acts will be referred to the Police for investigation and may lead to prosecution. The Council retains records of all Internet browsing for up to a year and will release that information to the Police and other relevant bodies if it receives an appropriately authorised request under the Regulation of Investigatory Powers Act (RIPA) or Data Protection Act (DPA)
- You must use only your library membership number/PIN or temporary visitor number/PIN to book or log on to the computer and or network
- You must not allow anyone else to use your library membership number/PIN or temporary visitor number/PIN. You are advised to lock your booked PC when it is not attended
- You must pay for all printouts on collection
- You must not knowingly violate the security of the network, introduce or transmit a virus or contravene licensing agreements or copyright law
- We may contact you if you miss one or more computer bookings. Future bookings may be refused
- You must not modify, copy, reproduce, re-publish, upload, post, transmit or distribute in any way, electronic or digital materials from a copyrighted source owned by a third party. This applies to all media, such as CD, CD-ROM or DVD provided for your use by Leicester City Council
- You must refrain from using, transmitting or downloading material which is pornographic, obscene, racist, defamatory, illegal or offensive to others
- Individuals must not deliberately access websites containing extremist, terrorism related or any information capable of being resolved into such material, or view, copy or circulate any such material
- Filtering software is in place to prevent access to material on the Internet which the Council considers inappropriate. However, no filtering software is completely effective and the Council cannot guarantee that access to inappropriate material will be blocked

- Leicester City Council accepts no responsibility or liability for damage or loss arising from the use or unavailability of the computer facilities, the network or information obtained through these facilities
- When using Leicester City Council equipment and software you must not interfere with the equipment or software, introduce or download other software, or connect any external devices (other than memory sticks and headphones) without seeking permission. Downloading software to the hard drive is not permitted
- Due to the public nature of these facilities, users visiting web sites that request that the user save their settings/details/credentials should elect NOT to save such details on library computers. To do so puts your privacy at risk and Leicester City Council accepts no responsibility
- Leicester City Council makes every effort to ensure that its public computing facilities are safe and free from malware and viruses. However, due to the public nature of these facilities, members of the public use Leicester Libraries computers at their own risk
- Personal devices such as laptops and smart phones may be connected to the City Council's public WiFi network at your own risk. The City Council accepts no liability for loss or damage arising from the use or unavailability of the Council's network
- You are responsible for maintaining the security of your own equipment and are advised to ensure that your mobile devices and removable media, such as memory sticks, are secure
- Mobile devices and removable media must not be left unattended. Leicester Libraries is not liable for loss or theft of unattended equipment
- Users accept that print files are retained on the City Council's print server for no longer than 12 hours after which time they are deleted
- WiFi printing to City Council printers is a cloud based service requiring users to agree to terms and conditions for use of third party applications. The City Council does not accept liability for use of third party applications or for print files processed outside of the Council's network by third party applications.