

## **ANNEXURE A**

### **Mossel Bay Library ICT Usage Policy Brief**

#### **Vision**

The Service aims to utilise ICT facilities / resources effectively to ensure that both the needs of the customer are met and that these resources are used to contribute to other areas of development within the service.

#### **General Rules and Regulations**

- a) The user should be mindful and respectful to the needs of other users.
- b) Please avoid making a noise at all times.
- c) Users are given 30 minutes per session and should log off promptly as this may affect other users that want to use the ICT service. Time and access to the ICT facility is subject to the Librarian's own discretion.
- d) Users are allowed one standard timed session per day, but more accessions may be granted at the discretion of the Librarian. The Librarian may manage the use of computers to ensure optimal access for educational and research purposes i.e. reserving some computers for study purposes specifically.
- e) It is requested that only one person use a computer at any one time, unless assistance is required.
- f) Users are not to make any changes to a computer such as software installation, uninstalling programmes, etc.
- g) All printing must be paid for according to the tariff determined by the librarian.
- h) Users are not allowed to use any form of electronic media to post or email anything malicious, provocative, offensive and sexual explicit content or of a bullying nature with regards to an individual or group of people.
- i) Online video content streaming is not allowed i.e. YouTube, Vimeo, Hulu, etc.
- j) Access to e-mails or any accounts requiring passwords, is done at own risk.
- k) Social Media sites are allowed, but are subject to interpretation on consideration on an individual basis.
- l) All illegal copying or downloading of software or content is prohibited.
- m) Users must comply with all applicable laws including laws governing the transmission and dissemination of information while accessing the internet i.e. pornography, copyright law and other rights of third parties.
- n) Users may not use the network to make unauthorised entry into other computational, informational or communication services or resources i.e. hacking into other computer systems.
- o) Users may not intentionally modify, tamper with or otherwise intentionally damage the equipment and the applications that run on it.
- p) Downloading large files is not allowed as this impact the bandwidth usage.
- q) Users are allowed to download and upload content to a maximum of 50 Megabytes per day.
- r) Sexual Explicit Content is strictly prohibited and may result in immediate dismissal from the ICT facility.

*I, the undersigned, hereby acknowledge and will adhere to the general terms, conditions and regulations for use of the facility. I understand that a misuse of the facility may result in my future access being denied for use of the facilities.*

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