



Comhairle Chontae Chill Chainnigh
Kilkenny County Council



Kilkenny County Council
Library Service

Acceptable Usage Policy for PCs, Laptops and Wifi

1 Document Control

Date	Comments/Updates	Signed Off/Updated by
March 2026	Version 2	Senior Library Staff and Management

Table of Contents

1 Document Control	2
2 Conditions of Use	4
3 Terms of Use	4-5

The following conditions apply to the use of Library PCs, Laptops and Wifi.

1. Free internet and computer facilities are available to all registered members of Kilkenny County Council Libraries and Libraries Ireland.
2. The internet is an unregulated information network, and users are responsible for their own online activity. Kilkenny County Council Library Service cannot guarantee the accuracy, reliability, or suitability of any online content and accepts no responsibility for information accessed, or for any damage, loss, or costs arising from the use of library internet services. Users access online information, games, images, and other content at their own discretion.
3. Users must not send or receive inappropriate email or digital messages. Kilkenny County Council Library Service accepts no responsibility for communications made through personal email accounts or messaging services while using library facilities.
4. Parents and guardians are responsible for their children's use of the internet and computer services.
5. Children under the age of 12 are welcome to use our computer and internet facilities provided they are accompanied by a parent, guardian or teacher.
6. Children aged 12-17 are welcome to use our computer and internet facilities provided a parent or guardian provides permission in the presence of library staff and that permission is recorded on the Library Management System.
7. Illegal and inappropriate websites are filtered and blocked. The system tracks data from each computer and creates detailed logs. These logs can show usage patterns for the whole service, specific libraries, groups of users, or individual users. This information is monitored.
8. The library reserves the right to terminate an Internet session at any time.
9. Users may not create, access, copy, store, transmit, download or publish any material which
 - Is obscene, racist, defamatory or illegal
 - Causes harassment or gross offence to others
 - Constitutes a breach of copyright laws or licensing agreements.
10. Users may not:
 - Attempt to access or interfere with the library's computer systems, networks, or any external systems without authorisation.

- Damage, alter, or maliciously modify computer equipment, software, or system configurations.
 - Make any attempt to alter software configurations in a malicious manner.
 - Deliberately degrade system performance or disrupt other's use of library computers, including excessive consumption of system resources.
 - Use library workstations for any illegal or criminal activity.
11. To ensure fair and effective use of library resources, users must abide by booking procedures and operational arrangements in place in our library branches.
 12. Privacy of internet users cannot be guaranteed.
 13. Please note that on occasion services may not be available due to technical reasons which are beyond the control of library staff.
 14. Users who fail to observe the above conditions will have their access to the service withdrawn. Users who wish to appeal decisions relating to the above policy and procedures should do so in writing to the County Librarian.
 15. Users are responsible for ensuring they sign out of all accounts and online platforms before ending their session.
 16. Kilkenny County Council Library Service accepts no liability for personal devices and is not responsible for any damage, loss, or theft of such items while on library premises or connected to library networks.