

GUIDELINES FER THE ACCEPTABLE UISE O' LIBRARY COMPUTERS.

Beckgrun

The People's Network bes a government initiative ettled aa maakin siccar at ivry public library i the United Kaangrick haes eneuch computers es weel es staff lairned tae gie a han' tae customers tae uise computers an' get houl o' electronic wittens. Forebye thon the People's Network wul facilitate an' bring oan programmes tae digitize prented material, fer example locail history, photaes an' screeds o' national an' locail interest tae mak' siccar o' heigh cless content oan the network.

I this context the Electronic Libraries fer Northern Ireland(ELfNI) wus set ap tae get houl o' hardy systems tae support an' enable the delivery o' electronic wittens systems tae ivryboadie i Norlin Airlan oan behauf o' the 5 Education an' Library boords an wi' support fae the Depairtment o' Culture, Arts & Leisure. Thon wul mak' the boords fit tae deliver socially inclusive, value fer catter, efficient an' modairn public library an' wittens services.

I 19&99 the Depairtment o' Finance & Personnel an quhat wus the Depairtment o' Education gied approval fer the getting houl o' exercise tae gae ahead unner the arrangements fer the Private Finance Initiative(PFI) at involves private unnertaakins i gien public services. Unner sich arrangements the boords specify the ootpits needed fer the system an' levels o' service at maun bae gien wi' the private unnertaakins taakin oan tae supply computer equipment, communications netwaarks an services. Forebye thon a private unnertaakin wud hae tae lairn library staff hoo tae uise systems an' apkeep an fixin' computer equipment an fer apdatin equipment tae keep ap wi' advances i technology. The boords wud pey a yearly chairge fer this service es pairt o' a contractual unnertaakin expectit tae cover a period o' ten yeirs.

THE NEW FACILITIES

The ElfNI project wul complement an' mak' betther existin' tradeetional systems bae linkin' ap ivry public library i Norlin Airlan thus lettin' fowk uisin public libraries tae

- Ax fer a beuk hel' i onie library i Norlin Airlan an hae hit brocht tae thair locail library;
- Renew borrowins bae uisin the libraries Wab Portal www.ni-libraries.net;
- Get oantae yer locail library bae email;
- Leuk through the leet o' ni-libraries.net fae hame, place quhar ye wrocht ir the library;
- Hae access tae the worl' wide wab fae thair locail library;
- Hae access tae wittens an' CD-ROMS i thair locail library;
- Uise offaice software laike wurd processin' i thair locail library;
- Bae fit tae uise the saime range o' library facilities i ivry public library i Norlin Airlan nae matther the size o' hit ir quhar hit's aa, an
- Gie access aa the tim' tae library services an' wittens bae wie o' the worl' wide wab.

Library Computers – Acceptable Uise Guidelines fer Men an' Weemin

This pairt o' the document sets oot the conditions unner which men an' weemin (thaim mair nor 16 yeirs aul) ir let mak' uise o' library computers.

Access tae computers bes wi' oot chairge tae thaim at ir members o' libraries. Gif ye urnae a library member ye'll bae axed tae gie proof o' yer identity an' pey tae uise the internet. Gif

ye're etlin tae join the library ax a member o' staff tae gie ye a han' ir fill oot the oanline registration foarm oan www.ni-libraries.net an' tak hit tae yer locail library.

Quhan ye join a library ye'll bae gien a Personal Identification Nummer. Ye'll hae need fer yer PIN i the library tae access oor computers. Ye'll hae need fer yer PIN aa hame tae mak' uise o' oor oanline facilities, an tae ax fer an renew beuks.

Library staff micht leuk tae see yer library caird aa onie tim' sae min' tae tak' hit wi' ye ivry tim' ye gae tae the library.

Thair's a wee chairge fer prentin an tae buy blank disks.

Oor system software wul allus kep a leet o' the uise maide o' computers taakin in aa internet sites used an' we houl the richt tae leuk aa thon log.

Ye shud ken at ye micht cum oan material ye wulnae laike. Ye ir axed tae treat wittens foun oan the internet wi' caution.

Thair ir sites oan the internet at gae agin existin' laas laike sites dalin wi' paedophilia an we wul block wies intae sich sites.

Staff wul bae thair tae gie ye a han' tae uise aa electronic equipment.

ALLOOED

Ye ir let uise

- Library leet
- Internet Explorer tae gie intae the worl' wide wab
- Wab based email
- Bulletin boords
- Chat ruims
- Messagin'
- Microsoft Office programmes laike wurd processin', spreadsheet, database an' presentation saftware
- WinZip
- PDF files

Forebye thon ye'll bae fit tae

- Save tae floppy disks an' flash pens/memory steeks. We wulnae tak onie responsibility fer ill daeins caased ir waark loast fae onie failin' i oor system hoosaeiver brocht aboot.
- Scan
- Prent

NO ALLOOED

Ye irnae let uise Telnet Protocol.

Ye cannae saive tae the computer's haird drive.

Ye irnae let try an brek system security ir dae ill tae the equipment.

Ye cannae alther the contents o' onie computer an' sae

- Impair the waarkin o' onie computer

- Stap, ir mak haird access tae onie programme ir data hel' oan computer
- Impair the waarkin o' onie sichin a programme ir the reliability o' onie sich data.

The Internet neednae bae airted aa

- Onie yin computer
- Onie yin programme ir data ir a programme ir data o' onie yin kin'.
- Onie yin altheration ir an altheration o' onie yin kin'.

Fer the purpone o' this pairt hit dusnae matther gif an unallooed altheration ir onie intended ootcum o' hit o' a kin' maide mention o' abeen bes, ir bes ettled tae bae fer iver ir onie fer a wee while.

Ye cannae doonload onie software tae the computer ir gae agin coapiericht ir software licences.

Ye cannae uise the computer tae:

- Access, doonload, shew, coapie, mak', houl, sen' oot ir pit oot onie material at bes pornography ir bes agin the laa, pornographic, no dacent, paedophilic, racist, abusive, defamatory, violent ir quhat cud, i onie ither wie, bae reasonably thocht o' es bein' offensive.
- Pit oot advertisements at wurnae axed fer ir trog.
- Ettle aa unauthorised access tae ither computers ir netwaarks.
- Ettle tae apload ir doonload a virus ir hackin' programme intae the system.

Ye shudnae ettle tae splice onie o' yer ain equipment, ither nor headphones an flash pens, tae the computer.

Gif hit's thocht at ye're aa unallooed ections yer session micht bae endit, ye micht bae axed tae quat the library an ye micht no bae let beck fer a tim' ir feriver. Quhar the ection bes unlaafu' unner the Computer Misuse Act 1990 ir ither criminal laa ye micht bae tuk tae coort.

The library service cannae bae hel' tae account fer onie loasses es the ootcum o' sennin' confidential wittens adae wi' catter owre the internet.

BEUKIN' A COMPUTER SESSION

Thaim at ir members o' libraries ir let beuk a computer fer, aa maist, 60 mannits aa onie yin tim'. Thaim at irnae members ir let beuk an pey tae uise a computer fer 30 mannits aa onie yin tim'.

Gif ye're wantin tae uise the computer fer langer nor yer beuked session ye can uise the oanline beukin system tae extend yer session ir get oantae a member o' staff. Es lang es thair ir ither computers no bein' uised an' thair irnae onie beukins ye may beuk farder sessions. Gif ither customers ir waitin' oan the computers ye micht bae axed tae enn yer session i a 'greed tim'.

Beukins can bae maide ap tae 7 days ahead an' can bae maide bae tellyphone, email, textphone, typetaak ir bae cumin intae the library ye chuse.

Gif ye irnae a library member hit'll bae needfu' tae shew proof o' wha ye ir an' staff wul pit yer details intae oor records. Ye wul bae shewn quhat computer tae uise.

Gif ye dinnae cum oan tim' ye micht loass yer session.

GUIDELINES OAN UISAGE

Thair shudnae bae mair nor twa fowk aa onie computer aa the saime tim'.

Fer raisons o' health an' safetie ye shudnae stey mair nor yin hour aa a terminal wi'oot taakin a brek.

Nae mait ir drink bes alloed neir the computers iver.

Sim oanline daeins, (laike pleyin gaimes), can hae a waefu' impact oan the netwaark deliverin ither services. We houl oantae the richt tae restrict access tae sich services.

Aa the enn o' yer session please log ootae aa applications, (includin' minimized internet icons). Efter thon gae tae the stairt button an' click oan log off administrator.

Quyhles we mak' ivry effort tae mak' siccar oor computers havnae onie viruses we cannae tak' onie responsibility fer ill daeins caased ir waark loast es an' ootcum o' onie failin' i oor system hoosaeiver hits cum aboot.

Min an' houl ticht tae yer PIN. Dinnae len' yer ticket tae onieboadie fer ye micht bae hel' tae ansuer fer onie unlaafu uise o' the internet. Dinnae uise anither boadie's ticket an' PIN, fer ye micht bae axed tae stap yer session.

FACILITIES FER FOWK WI' DISABLEMENTS

Fowk at uise wheelchairs wul bae fit tae get intae the feck o' libraries. Please ax aa yer locail library gif ye want tae fin' oot mair aboot thon.

Ivry library hes adaptive equipment spliced oantae a wheen o' computers laike touch screens, speech synthesis, screen ,magnification, baag keyboards an baag trecker baas. Braille readers, prenters an CCTV units can bae provided forebye gif axed fer.

Gif ye're wantin tae beuk a computer(extra needs) ir gif ye're anxious tae mak' personal arrangements wi' a library afore ye heid tae hit, please get oantae yer locail library.

REMAIRKS

We ir sarious gled tae get aa remairks aboot oor services an' ettle tae mak' siccar at oor services shew quhat oor uisers ir needfu' o'. Gif ye're wantin' tae remairk oan oor service ye can fill oot a remairks foarm at can bae gat i onie library ir get oan tae us es shewn ablow

Boord Tellyphone Email FAX Textphone ir Typetaak

(REST OF TABLE AS ENGLISH LANGUAGE VERSION)

Coopies o' these guidelines can bae pit oot i ither foremast gif axed fer.

ACCEPTABLE UISE GUIDELINES FER WEANS

This pairt o' the guidelines sets oot the conditions unner which weans (young fowk unner the aige o' 16) can uise library computers.

Computers ir crack tae uise an' the internet bes a brow source o' wittens an gaimes bit ye need tae bae carefu' hoo ye mak' uise o' thaim. These pages wul tell ye quhat ye can an cannae dae an hoo tae bae safe oan the net. Access tae internet sites bes filthered.

WHA CAN UISE THE COMPUTERS

Thairs nae chairge tae library members fer uisin computers. Gif ye're mindit tae join the library get oantae a member o' staff tae gie ye a han' ir fill oot the oanline registration foarm oan www.ni-libraries.net an' tak hit intae yer locail library.

Quhan ye cum tae bae a library member ye'll bae gien a Personal Identification Nummer. Ye'll hae need fer yer PIN i the library tae get oantae oor computers. Aa hame ye'll hae need o' yer PIN tae uise oor oanline library facilities an' renew beuks.

Gif ye're unner 16 yeirs o' aige yer faither, mither ir thaim at leuk aboot ye maun raid the Guidelines fer the Acceptable Uise o' Library Computers an sign a consent foarm afore ye'll bae let uise the internet. Get oantae staff fer wittens. Min' tae tak' yer library caird ivry tim' ye're wantin' tae uise a computer. Library staff micht ax tae see yer caird aa onie tim'.

Gif ye're unner 8 yeirs o' aige ye cannae uise the internet unless yer faither, mither ir thaim at leuk aboot ye ir alang wi' ye an' stey til ye quat.

QUHAT TAE DAE

The onie thing ye hae tae dae bes tae get yer faither, mither ir thaim at leuk aboot ye tae sign a consent foarm. Gie yer naime an quhar ye bide tae the member o' staff an they wul sen' a consent foarm oot tae yer faither, mither ir thaim at leuk aboot ye.

BEUKIN

Ye'll bae fit tae beuk a computer fer ap tae yin hour ivry day.

Forebye thon ye'll bae fit tae beuk mair tim' oan the day es lang es thair ir computers no i uise.

Gif ither fowk ir ettlin tae uise the computer ye micht bae axed tae quat bae sichin a tim'.

Ye can mak' a beukin ap tae 7 days afore.

Gif ye dinnae cum oan tim' ye micht loass yer session.

QUHAT'S ALLOOED

Gif yer faither, mither ir thaim at leuk aboot ye hes a consent foarm signed ye'll bae let:

- Gae oantae the internet tae get wittens tae gie ye a han' wi' yer hamewaark ir tae hae crack
- Uise wab based email
- Uise the computers fer wurd processin', maakin spreadsheets an' databases an' tae mak' presentations an slide shews.
- Save yer files tae yer ain floppy disk ir flash pen/memory steeks. We tak' nae responsibility fer ill daeins dun ir waark loast es an ootcum o' onie failins i oor system hoosaeiver caased.
- Prent fae the internet ir fae yer ain files. A chairge wul bae maide fer prentin.

QUHAT ISNAE ALLOOED

Ye cannae

- Uise chat ruims, bulletin boords ir TelNet.
- Dae ill daeins tae the equipment ir brek doon system security.
- Ettle tae splice onie o' yer ain equipment, ither nor headphones an' flash pens/memory sticks, tae the computer.
- Uise email tae pit oot onie messages at ir racist, obscene ir threatenin'.

- Ettle aa altherin the system settins
- Access, leuk aa, doonload, shew, coapie, mak', houl, sen oot ir pit oot onie material at bes pornography ir bes agin the laa, pornographic, no dacent, paedophilic, racist, abusive, defamatory, violent ir quhat cud, i onie wie, bae reasonably thocht tae bae offensive.
- Pit oot advertisements at wurnae axed fer ir trog.
- Ettle aa unauthorised access tae ither computers ir netwaarks.
- Ettle tae apload ir doonload a virus ir hackin' programme intae the system
- Tak' onie pairt i unlaafu daeins
- Alther the contents o' onie computer
- Brek coapiericht ir software licences

Gif ye dae onie o' thon yer computer session wul bae brocht tae an enn an' ye'll bae axed tae quat the library. Ye micht bae banned fae uisin the computers fer a while. We houl oantae a leet o' the uise maide o' the computers at includes ivry internet site accessed an we wul mak' uise o' thon leet gif we hae the notion at ye're misuisin the service.

GUIDELINES OAN UISAGE

Ye shudnae stey mair nor yin hour aa a computer wi'oot a brek.

Dinnae tak' mait ir drink neirhan the computers, an' thon tak's in crisps, sweeties, an canned drinks.

Onie twa o' ye aa onie computer aa onie tim'

Sim oanline daeins, (laike pleyin gaimes), can hae a waefu' impact oan the netwaark deliverin ither services. We houl oantae the richt tae restrict access tae sich services.

Aa the enn o' yer session please log ootae aa applications, (includin' minimized internet icons). Efter thon gae tae the stairt button an' click oan log off administrator. Quayhles we mak' ivry effort tae mak' at oor computers havnae onie viruses we cannae tak' onie responsibility fer ill daeins caased ir waark loast es an ootcum o' onie failin' i oor system hoosaeiver hit cums aboot.

Min tae houl ticht tae yer PIN. Dinnae len' yer ticket tae onieboadie fer ye micht bae hel' tae ansuer fer onie unlaafu uise o' the internet. Dinnae uise anither boadie's PIN an ticket fer ye micht bae axed tae stap yer session.

HOO TAE BAE NET SMAIRT NIVER

Gie yer password tae onieboadie

Gie yer tellyphone nummer tae onieboadie

Gie yer hame address tae onieboadie

Gie the naime o' yer schuil tae onieboadie

Sen' a laikeness o' yersel' tae onieboadie

Gie bank ir biggin society details owre the internet onie gif yer faither, mither ir thaim at leuk aboot ye lets ye.

'Gree tae meet wi' onieboadie ye cum oan i the internet onie gif yer faither, mither ir thaim at leuk aboot ye gae alang wi' ye. Oan the internet fowk ir fit tae let oan tae bae onieboadie ir oniething.

Gif ye cum oan ir raid oniething at vexes ye quayhles ye're oanline tell yer faither, mither ir thaim at leuk aboot ye. Forebye thon get oantae a member o' staff.

E-MAIL TIPS

Quhan ye sign ap tae an email account dinnae 'gree tae yer email address bein' pit intae an email directory.

Dinnae sign ap fer email newsletters.

DINNAE APPEN emails fae fowk ye dinnae ken. Delete thaim aa yinst.

Maist providers o' email let ye mak' a leet o' the fowk at ye'll tak' emails fae. Mak' uise o' thon – hit'll cut oot clatters o' emails ye dinnae want.

Tell yer faither, mither ir thaim at leuk about ye gif ye get oniething at vexes ye.

Quyhles the internet bes a braw source o' wittens ye shud treat wittens foun oan hit wi' care, hit nicht no bae richt. The library service isnae, an' cannae bae hel' tae bae responsible fer the richtness ir truth o' wittens foun oan the internet.

Gif ye hae onie remairks tae mak' about oor service ye can fill oot a remairks foarm at can bae gat i onie library ir get oan tae us es shewn ablow.

Boord **Tellyphone** **Fax** **Textphone ir Typetaak**

(Rest of table as per English language version)

MAIR WITTENS ABOUT BIELDIN' YER WEAN CAN BAE GAT FAE

Internet Watch Foundation – www.iwf.org.uk

Superhighway Safety – <http://safety.ngfl.gov.uk>

SUSI(Safer Use of Services on Net) – www.besafeonline.gov.uk

Get Net Wise – www.getnetwise.org

Think U Know (for teens) – www.thinkuknow.co.uk

Parents Online – www.parentsonline.gov.uk

Chat Danger – www.chatdanger.com

Childnet – www.childnet-int.org

GUIDELINES FER FAITHERS, MITHERS IR THAIM AT LEUK ABOUT WEANS

Weans wul onie bae let uise the internet an' email facilities oan library computers wi' yer permission. Weans unner echt can uise the internet onie gif ye gae along wi' thaim. Hit'll bae needfu' at ye sign a consent foarm. The mair at we uise filterin' software fer weans we cannae guarantee hit'll allus waark. Staff wul kep' a shairp leuk oot bit, fer a'tha', we alloo at ye shud:

- Stey along wi' yer wean fer thair internet session
- Collouge wi' yer wean aboot hoo hit's needfu' tae tak' care oan the net.
- Cum tae know about the soart o' sites yer wean gaes tae.
- Mak' siccar they kep' tae oor Net Smart recommendations.
- Airt thaim aa sites chusen bae the library.
- Min' at wittens oan the internet nicht bae wrang.
- Ye shud bae carefu' o' aa wittens foun' oan the net.
- Get oantae staff about onie site at vexes ye ir yer wean.
- Mak' siccar yer wean dusnae let oan tae bae a man ir wummin quyhles uisin the internet.
- Ken quhat internet connections they ir maakin.
- Tell yer wean tae onie gie thair internet address tae fowk at they ken richtly.
- Tell yer wean niver tae appen email fae fowk they dinnae ken.
- Niver let yer wean gie oot wittens laike yer address, tellyphone nummer, schuil an laikeness.

- Onie let yer wean meet ap wi' an "Internet Freen" gif ye ir thair yersel'.