

## **Conditions of Use for the Computer Facilities of the Hong Kong Public Libraries**

### **Computers and Computers for Kids**

1. Computer facilities are provided by the Hong Kong Public Libraries (HKPL) for members of the public free of charge. Computers for kids are available for children under the age of 12.
2. Prior booking for using computers is available for registered readers of the HKPL seven days in advance (including the date of use). If users want to make a booking for the current day, they should complete the booking procedures 15 minutes before the session begins. Registered readers may use the online computer facilities booking service of the HKPL; book at the service counter by producing valid proof of identity, such as the HKPL library cards or Hong Kong Identity Cards; or by telephone by providing their HKPL library card numbers or identity card numbers.
3. "Library Card for Guarantor's Use" cannot be used for booking computers.
4. Registered readers may book a maximum of two one-hour sessions per day.
5. Users are required to log in their booked computers within 15 minutes before or within 10 minutes after the session begins. If they fail to log in within 10 minutes after the session begins, the booking will be cancelled and the computer will be immediately allocated to other eligible users in the queue. Users may be required to produce their HKPL library cards or Hong Kong Identity Cards for verification purpose.
6. Registered readers may log in and use idle computers unreserved or with no users in the queue without prior booking.
7. Ticketing Machine for Computer Facilities is for all users to register for a computer or queue up for its availability for the current and next sessions. No registered reader account login is required. The System will automatically assign a computer to the user. Users are required to use the Login Code provided on the ticket to log in the assigned or any idle computer within 15 minutes before and 10 minutes after the session begins, or within 10 minutes after the computer is assigned. If they fail to log in on time, the registration(s) will be cancelled and the computer will be immediately allocated to other eligible users in the queue.
8. Users should leave the computers after their sessions end.
9. A fee is payable for the use of printing facilities of the library. Please refer to the relevant library notice or approach library staff for more details.
10. Users are strictly prohibited from sending any unsolicited electronic messages (whether of commercial or non-commercial nature) via the library's network or accessing websites containing materials which are obscene, indecent, violent, disgusting, libellous, threatening or discriminating in nature or engaging in online games or gambling. They are also not allowed to bring their own CDs, CD-ROMs, VCDs, DVDs, or any computer software for use in the computers.
11. Users may print materials from files produced by themselves or save these files into their own USB memory devices. They should scan their memory devices for viruses before operating them on the computers.
12. Copying of a copyright work is an act restricted by the Copyright Ordinance. Users shall make sure that there is no infringement of copyright or other intellectual property rights when using the computer facilities for printing, downloading and browsing the Internet and library materials. Please contact the library staff for the full text of the Copyright Ordinance. Scanning service is provided in some libraries, but it is only available for documents created by users themselves who own the copyright, documents with permission for reproduction obtained from the copyright owners, works in which copyright does not subsist, and documents containing user's personal information.
13. Users must comply with the terms and conditions of relevant licensing agreements when using the computer software in the computers. Changing of the system settings and duplication of software or file(s) from the computers are strictly prohibited.
14. To safeguard their personal data, users are advised to log out from all online accounts, close the browsers and sign off the session before leaving the computer.
15. The library shall not be responsible for any loss or damage arising from the use of computer facilities.
16. Users shall minimise any noise they make to avoid disturbance to other users. Eating, drinking, and sleeping are not allowed in the library. Mobile devices should be set to silent or vibration mode.
17. Users shall not leave their personal belongings unattended. Library is not liable for any loss or damage of personal belongings. Library staff are authorised to remove all personal belongings from the seats which have been left vacant for over 15 minutes and to immediately allocate the computers to other eligible users in the queue.
18. Users shall not cause any damage to the library computer facilities.
19. Any irregularities should be reported to library staff immediately.
20. Persons in breach of these Conditions of Use or the Libraries Regulation may be required to leave the library immediately.
21. Permission to use the library computer facilities is at the discretion of the library staff.