

## **Gwynedd Libraries Terms and conditions**

Gwynedd Library membership is only for those that live, study or work in Gwynedd.

By joining the library, you are confirming that you have read and accept the terms and conditions of membership and agree to abide by these terms, for the duration of our contract. Failure to comply with these terms and conditions may result in the suspension or cancellation of your library membership. These terms and conditions are made under the Public Libraries and Museums Act 1964 and in accordance with Gwynedd Libraries Bye-laws.

### **General conditions of membership:**

- Online membership entitles you to use our digital collections such as eBooks, audiobooks and downloads. When you join online you will be given a library ID number and PIN of your choosing, for your own personal use.
- Full library membership entitles you to use all library services provided by Gwynedd Libraries and our partner organisations. When you have joined as a full member, you will be given a library membership card and a PIN, for your own personal use.
- Library members are required to present their library membership card when they borrow items and use library computers.
- As a library member you are responsible for all items borrowed on your library card, including any lost/damaged items which may need to be paid for, and for the payment of any fees or charges accrued on your library account.
- You are responsible for informing us of any changes to your personal details, for example change of address.
- You reserve the right to terminate your account at any time.
- Should you wish to cancel your library membership, you must return all items you have borrowed and return your membership card for cancellation. If there are any outstanding charges on your library account you will be expected to pay them.
- Accounts will be deleted if i) it has expired on the LMS and been inactive for a period of 12 months or ii) the account has not expired but has been inactive for a period of 24 months

### **Use of library computers and the internet:**

- To use our public computers you must be a full member of the library and always have your library card and PIN with you. Library members' Internet access is not transferable to any other person.
- If you are under 16 years old we will gain consent for your internet use, from a parent or guardian.
- Children under 8 years old may not use library computers unless they are accompanied by their parent or guardian.
- It is the parent or carer's responsibility to monitor and manage use of the Internet and library computers by children in their care. If you are concerned about the content your child may access using a library computer we request that parents/carers accompany children on their library visit.
- Internet access is filtered; and all access is recorded and logged. The specific content of any transactions will not be monitored unless there is a suspicion of improper use

- Illegal or unlawful violations of the Acceptable Use Policy may be referred for legal action or to the police.
- You must agree to adhere to our [Acceptable Use Policy](#) in order to start your computer session

## Data Protection and the retention of personal data:

Gwynedd Council respects your right to privacy and is committed to protecting it in accordance with the Data Protection Legislation. The information you provide us when you join the library is necessary for the performance of the contract between us. Failure to supply this information may result in the termination of our contract.

The Library Service [Privacy Notice](#) explains how we use any personal information we collect about you when you use our services. We will not keep your information any longer than necessary, except where required by law.

<b>User account management</b>	<p>Personal data held in library account on Library Management System database. We share your data with other Library Authorities in north Wales.</p> <p>The Membership Contract period is 3 years.</p>	<p>End of membership contract + 1yr</p> <p>Accounts will be deleted if:</p> <p>The account has expired on the LMS and been inactive for a period of 12 months</p> <p>The account has not expired but has been inactive for a period of 24 months</p>
	Users with items / charges outstanding on their account at contract end.	End of membership contract + 6yr
	Library user loan history.	End of membership contract + 1yr
<b>Library user computer use</b>	<p>Personal data held on Library Management System database.</p> <p>Session data held in PC Management Software.</p>	<p>End of membership contract + 1yr</p> <p>Data anonymised after 24 months unless charges are payable.</p>
<b>Right to be</b>	Data will be deleted on request, if there is no service or	

<b>forgotten</b>	legal requirement to retain the data.	
<b>Monitoring use and breaches of terms</b>	Users who have been banned from accessing services in accordance with our exclusion policy.	Correspondance will be kept for 3yrs from last exclusion data  Data associated with an indefinite ban will be held in accordance with any legal obligation.
<b>Library activities</b>	Photo consent form – child  Booking a place	5 years  Up until the event itself