TERMS OF USE

Last Updated: 20th January 2020

Disclaimer | Security | Privacy

Definitions
Harmful Code means any form of harmful surreptitious code or other contaminants, including viruses, bugs, trojan horses, spyware or adware.

Loss means loss, damage, cost or expense (to any person or property) including consequential or indirect loss or any loss of profits, data or revenue.

Agency means any agency (including departments) of the Australian Government or other government bodies, non-government organisations and individuals that collaborate with Myli - My Community Library to provide Library Services.

You and your means the user of myli.org.au.

Our, us and we means the Myli - My Community Library (Myli - My Community Library) or Myli - My Community Library.

General
myli.org.au is managed by Myli - My Community Library. Your use of wgrlc.gov.au and other Library services is considered to be your acceptance of these Terms of Use. Please read them carefully.

These terms of use are governed by the laws of the Victoria, Australia and you agree to submit to the exclusive jurisdiction of the courts of Victoria.

If any of these terms of use are held to be invalid, unenforceable or illegal for any reason, the remaining terms of use will be still enforceable.

These terms of use do not deny any terms or conditions that apply to your use of any other government website.

We may revise these terms and conditions from time to time. Please check our website.
Please contact us if you have any questions, problems or feedback regarding the terms of use.

Lawful purposes
You agree to use myli.org.au only for lawful purposes, and in a manner that does not infringe the rights of or restrict or inhibit the use and enjoyment of myli.org.au by any third party. This includes conduct which is unlawful or which may harass or cause distress or inconvenience to any person, the transmission of obscene or offensive content or disruption to myli.org.au.

You must not post or transmit via myli.org.au any unlawful, defamatory, obscene, offensive or scandalous material, or any material that constitutes or encourages conduct that would violate any law.

Disclaimer

Your use of myli.org.au does not:

- affect or reduce any obligation owed to you by any Agency; or
- reduce any obligation you owe to any Agency.
- The myli.org.au website is not a substitute for independent professional advice and you should obtain any appropriate professional advice relevant to your particular circumstances. You must exercise your own judgement and carefully evaluate the material on myli.org.au. Please read the full disclaimer statement.

Security

We are committed to protecting any information you provide on myli.org.au. We will take all reasonable actions to ensure that myli.org.au and your Personal Information is not compromised. However, we cannot guarantee that no Harmful Code will enter myli.org.au. You should be aware of the risks associated with using websites. Please read our security statement.

We recommend that you use appropriate and up-to-date firewall and anti-virus software to protect your computer systems.

Where connection to a system or website outside our control compromises the objectives of myli.org.au, we may sever links to that website or system.

Privacy

For more information about how we protect your Privacy and Personal Information, please see our Privacy Policy.

We do not share information about you with authorised third parties without your permission unless it:

- The individual has consented to its use or disclosure,
- The use or disclosure is required or authorised by law,
- We believe there is a serious and imminent threat to an individual's or the public's life, health or safety,
- We have reason to believe that unlawful activity has been, is being or may be engaged in,
- We do not make any information on Library members available to a commercial third party other than a debt collection agency recovering debts on behalf of Myli - My Community Library.

Cookies

The Myli - My Community Library website and blogs use cookies for web analytics, mostly via Google Analytics. You may prevent your data from being collected and used by Google Analytics, via the Opt-out Browser Extension. Cookies are also used to perform key website functions like logging you in and storing your language preferences. If cookies are disabled by your browser some features of this website may not function correctly.

Surveys

We may use and disclose the information we collect about you from Surveys solely for the purpose of informing the design of new library services and programs for Myli - My Community Library. Your personal information including your name or email address will not be shared, sold or disclosed other than as described in the collection notice. All hard copy and online copy surveys will be destroyed and deleted once data from the Survey has been analysed. Survey answers will be used to inform the inquiry or program to which they relate and may also be used for any subsequent reporting, and for promotion and utilisation of the report and the program. For example we may quote your answers in a report or promotional material. If we do this we will not use your name or address or any other information that could identify you unless we get your permission. If you participate in a survey you consent to these Terms of Use.

Linking policy
Linked websites

We take reasonable care in linking myli.org.au to other websites but we have no direct control over the content presented in those websites or the availability of those websites. Any information on a linked website is provided 'As Is'.

We make no representation that the material on any linked websites does not infringe the intellectual property rights or any other rights of any person. We do not authorise the reproduction of such material.

We do not endorse or recommend any links to external websites, or third party content, including products and services offered by, from or through those websites or their content.

We use the following criteria to select the links that are included on this site:
The content must be authentic. myli.org.au will primarily link to Library related content or websites of authorised agencies. Every effort is made to ensure the links are as current and as complete as possible, however due to the consistent process of change on websites there will inevitably be a small amount of out-of-date or missing content at any point of time.

The content should be up-to-date and accurate. Links will be made in good faith with the expectation that the content is appropriately maintained by the author and is timely and accurate. However, we can offer no guarantees of this.

Authorised agencies can inform myli.org.au of new sites or pages for inclusion in the myli.org.au using the contact us form.

Linking to this site
All Australian, state, territory and local government websites may link to this site.

You may link to this website as long as you do not:
- imply that the Myli - My Community Library endorses your website or product
- use myli.org.au solely for commercial practices
- change the content of the material technically (eg the material is presented in a frame so that users are unable to determine the location of the original material).
- We may ask you to remove the link from your website if these conditions are not met.

DISCLAIMER

Myli - My Community Library (Myli - My Community Library) publishes the content and material on this website for information purposes only. Every effort is made to keep its content accurate and up-to-date but we make no guarantee of its accuracy, currency or reliability.

Content on our website may include the opinions and recommendations of third parties. Such material does not necessarily reflect the views of Myli - My Community Library or indicate a commitment by the Library to a particular course of action.

Except to the extent required by law, we are not responsible or liable to any person for:

- the information or advice which is provided on this website or incorporated into it by reference
- any loss or damage you incur as a result of using this website, or as a result of using any information and material contained on this website
- any material or contributions made to this website by third parties

Your responsibilities and risk

We provide information on this website on the basis that you are responsible for assessing the relevance and accuracy of its content. By accessing our website, you accept all risks associated with use of the site.

Our links to external websites

This website includes links to other sites, including those operated by other government bodies, non-government organisations and individuals. These third-party websites are not under our control.

Each link is provided for your assistance only. We are not:

- endorsing the products, services or information available via any linked site
- making any representation or warranty about the products, services or information available via any linked site
- endorsing or making any representation or warranty about the owner or operator of any linked site

SECURITY

Last Updated: 2nd December 2019

Our security responsibilities
We are committed to ensure that:
- The data you provide us will be safe. Encryption is used to protect the Personal Information you provide to us.
- Your data will be stored securely. Regular backups of data are performed to ensure it can be recovered in case of a disaster.

We have reasonable processes in place to identify unauthorised activity relating to the use of myli.org.au. If any unauthorised behaviour should occur, this will assist us in identifying and resolving the issue.

Your safety online
Protect your computer
You should:
- Install and activate security software on your computer. Make sure your security software includes anti-virus, anti-spyware, firewall and anti-spam filter.
- Run regular scans to check your computer for viruses.
- Update your security software regularly, to ensure you are always running the current version.

Other steps to take:
- Check your Internet browser's security settings and regularly update to keep your browsing secure.
- Do not open email attachments if you do not know the sender.
- Only download files from reputable Internet sites.
- Be wary when exchanging files with colleagues or friends.
- Never click on hyperlinks in emails received from unknown sources.

Protect your password
You should:
- Never share your password with anyone.
- Never send your password via email.
- Make your password as strong as possible.

Contact us
You should report any suspicious or unauthorised activity relating to your use of myli.org.au by contacting us. This will help us make myli.org.au as secure as we can.