

Access to and Use Policies of A. C. Clark Library Computers

A. C. Clark Library, Bemidji State University
Bemidji, Minnesota, U.S.A

1.0 SCOPE OF POLICY

- 1.1 This policy applies to all computing equipment and peripherals which are available for use by the public. This includes but is not limited to the following:
 - 1.1.1 reference stations, which are located in the open areas of the library, allow access to the Internet through applications such as a web browser and related plugins, have no other productivity applications such as word processors or spreadsheets, and do not allow the installation of additional software. Some of these stations are for stand-up use and only allow access to Classic PALS.
 - 1.1.2 special stations which are identified as emphasizing the use of government publications allow access to the government information in electronic formats through applications such as a web browser and related plugins and applications and do not allow the installation of additional software
 - 1.1.3 stations in the computer lab L328 (Macintosh computers) allow access to the Internet through applications such as a web browser and related plugins, have other productivity applications such as word processors or spreadsheets, but do not allow the installation of other software
 - 1.1.4 stations in computer labs L121 and L122 allow access to the Internet through applications such as a web browser and related plugins, have other productivity applications such as word processors or spreadsheets, and allow the installation of other software for academic purposes
 - 1.1.5 stations in computer lab L111 have applications for the conversion of media from analog to digital format and manipulation of digital media, have other productivity applications such as word processors or spreadsheets, and do not allow the installation of other software or the modification of the commercial programs loaded on the computers by the library
 - 1.1.6 stations in L317 allow access for visually challenged users to the Internet through applications such as a web browser and related plugins. These computers have special software and hardware provided for exclusive use by visually challenged patrons. The equipment also has other productivity applications such a word processor or spreadsheet
- 1.2 The terms computing equipment and computer are used in reference to any complete computer workstation or portion thereof (e.g. monitor, CPU) or to any peripheral device, including networked equipment such as printers.
- 1.3 The term University community includes students, faculty, and staff of Bemidji State University and any individual classified as a Friend of the A. C. Clark Library (Patron Class 7). All other individuals are referred to as non-University users.

2.0 ACCESS TO COMPUTING EQUIPMENT

- 2.1 As is necessary for the effective use by the Library's primary clientele, the students, faculty, and staff of Bemidji State University, the A. C. Clark Library reserves the right to allow or restrict access to its public use computing equipment by type of use, by type of library user, and by type of computing equipment.
- 2.2 The Library reserves the right to define levels of access to the different computing equipment based upon the type and purpose of the equipment, the type of use, and the type of library patron.
- 2.3 Access to the Library's computing equipment will adhere to equal opportunity guidelines.
- 2.4 Anyone using a computer for a secondary purpose may be asked to yield use of that computer to a primary purpose patron should no other computers of the desired type be available for use at that time.
- 2.5 The purpose and levels of access to the Library's computing equipment are as follows:
 - 2.5.1 Reference Stations (see 1.1.1) are intended first and foremost for use by the students, faculty and staff of Bemidji State University in their exploration of knowledge, gathering and processing of information for the completion of their assignments and projects, and for other work necessary for their academic careers. Secondly this equipment is available for their use as an academic communications tool. Secondary users of these stations are Non-University users of the Library pursuing information gathering for academic purposes.
 - 2.5.2 Government Information Stations (see 1.1.2) are intended solely for the purpose of all library users to access, gather, and process government information resources in electronic formats.
 - 2.5.3 The primary purpose of computer lab L328 (see 1.1.3) is as a location for hands-on small group instruction in the use of electronic information resources. When such instruction is not in session, this computing equipment serves the same purposes and has the same access as that of Reference Stations (see 2.5.1). In addition, members of the University community (as primary users) and non-University users (as secondary users) may use the general purpose computing tools provided on this equipment.
 - 2.5.4 The primary purpose of computer labs L121 and L122 (see 1.1.4) is as a place for hands-on small group instruction in the use of electronic information resources. When such instruction is not in session, this computing equipment serves the University community only and has the same purposes as that of Reference Stations (see 2.5.1). In addition, members of the University community may use the general purpose computing tools provided on this equipment.
 - 2.5.5 The primary purpose of the computer stations in L111 is for the creation of various types of digital documents which incorporate scanned objects, and the output of such documents onto CD ROM media. This computing equipment serves the University community only.
 - 2.5.6 The computer stations in L317 (see 1.1.6) serve the same purposes as those stations defined in 2.5.2 and 2.5.3 (above) except that access to them is intended for primary and secondary

library users with visual impairments and to those people assisting them. Anyone wishing to use this equipment must request permission at the Reference Desk for access to this equipment.

3.0 STANDARDS OF BEHAVIOR FOR COMPUTER USERS

3.1 The use of the computing equipment is governed by rules of user behavior set by the University, the Library's *Code of Behavior for Library Users*, and most specifically by policies of user behavior set forth by the A. C. Clark Library. These rules include the following:

3.1.1 Users are expected to refrain from any actions intended to subvert or impair any security devices or systems employed by the Library's computing systems or by any electronic services to which the Library subscribes or to which the Library has provided links from its web pages.

3.1.2 Users will not intentionally cause the Library's computer system or the campus computer network to crash or to operate in a slow or degraded state.

3.1.3 Users will use the Library's computer equipment in a manner that does not disrupt others working in or using the Library. Users will not willfully use library equipment in any manner which is intended to provoke, offend, or harass others.

3.1.4 Users will not produce printed copy indiscriminately and without intention to use such output.

3.1.5 Users will not attempt to ascertain or discover confidential information belonging to another user for purposes of authentication (*e.g.*, passwords, PIN numbers).

3.1.6 Users will refrain from using computer equipment to play recreational games. Exceptions will be made only in cases where a University instructor has specifically assigned such activity to a student.

3.1.7 Users will not use the Library's computer equipment to attempt to gain access to any other computer or files for which they do not have legitimate permission for access.

3.1.8 Users will recognize that the Library's computing equipment can be viewed by the public and will conduct themselves in a manner which will neither expose minors to inappropriate resources, nor will it invite or encourage use of such resources by minors.

3.1.9 Users will use the Library's computing equipment in a manner which conforms to federal and international copyright law. The unauthorized duplication of copyrighted material is strictly prohibited by law.

3.2 The University's response to inappropriate behavior defined in 3.1 and procedures for addressing any such behavior are identified in the Library's *Code of Behavior for Library Users*, specifically section 3.0 Consequences and Disciplinary Action.