MULTIMEDIA LIBRARY RULES AND REGULATIONS

Vision / Mission

The Saint Louis University (SLU) Libraries provide support service to the transformative educational process of SLU and are committed to providing expedient and effective access to high quality services, collection in a variety of formats and information resources designed to meet the curriculum. Relatedly, SLU Libraries offer Internet access to all users for research, professional, intellectual, creative and personal needs of the SLU community.

Consistent with SLU Libraries' mission and professional principles of academic librarianship, this policy on Internet use affirms intellectual freedom, equality of access and individual responsibility. The SLU Libraries also strive to ensure confidentiality of information about library users and their use of all library resources. The SLU Libraries affirm the following principles and users rights as delineated by the American Library Association (ALA):

a.	Electronic information, services and networks provided by libraries should readily, equally and equitably accessible to all library users;

b.	Libraries and librarians should not deny or limit access of information available via electronic resources because of its controversial content or because of personal belief or fear of confrontation;

c.	Information retrieval utilized electronically should be considered constitutionally protected unless determined otherwise by a court with competent jurisdiction; and

d.	Responsibility for and any restriction of a child's access to any electronic resource through the Internet rests solely with his or her parents of legal guardian.

The SLU Libraries' Role

The SLU Libraries provide resources in a wide variety of formats to meet the educational, informational, cultural and recreational needs of the diverse, multicultural community it serves. SLU Libraries offer access to a wealth of information that can be personally, professionally and culturally enriching. The SLU Libraries have identified on the Libraries' home page under electronic sources or e-sources specific starting point for researches and links to sources in the Internet which may be helpful to many library users. Since the Internet is a vast and unregulated information network, it enables access to ideas, information images and commentary beyond the confines of the libraries' selection criteria and collection development policies.

Library users are cautioned that controversial and divergent ideas, points of view and images can be found in the Internet. The provision of access does not mean or imply that the libraries endorse or sanction the content or point of view of any of the information or commentary which may be found in the Internet. Furthermore, because access points on the Internet change often, rapidly and unpredictably, the libraries cannot protect individuals from information and images which they might find offensive or disturbing. Library users should carefully evaluate the information they find when using resources from the Internet.

Computers available to the public which can be used to access the Internet must be shared by library users of all ages, background and sensibilities. Since the library staff cannot consistently and simultaneously monitor the use of the Internet, individuals are asked to be sensitive of other's values and beliefs when displaying potentially controversial information or images on public computer screens. Library users are also cautioned that since security in an electronic communications is vulnerable to unauthorized access and use, they should, therefore, be considered public.

The SLU Libraries assume no responsibility for any damages direct or indirect, arising from its connections to the Internet. The SLU Libraries make no guarantees, either expressed or implied, with respect to the equality or content of the information available in the Internet. Not all of the information available via the Internet is accurate, current or complete. Library users are encouraged to be good information consumers by evaluating the validity of information they access.

Staff Assistance
The library staff will facilitate and promote responsible access to quality sources. Users will be assisted with the necessary services, training opportunities and suitable environment in which to use freely their chosen information sources.

User's Responsibilities
All library users are expected to use the Internet as a library resource in a responsible and courteous way, consistent with the purpose for which it is provided, ad to follow all Internet-related rules, regulations and procedures established for its use including but not limited to those of the SLU Libraries, to wit:

1.	Recognizing the Internet, like all the libraries information sources, must be shared and used in a manner which respects the rights of others and refrains from activities that prevent others from using it.

2. Refraining from illegal use of the SLU Libraries Internet resources, including using such resources to engage in harassment or defamation.
3. Respecting intellectual property rights by making only authorized copies of copyrighted, licensed or otherwise controlled software or data residing in the Internet.
4. Respecting the privacy of others by not misrepresenting oneself as another user by not attempting to modify or gain access to files, passwords, or data belonging to others, and by seeking disallowed access to any computers system via the Internet.
5. Refraining from changing the equipment or altering the set-up of computers used to access the Internet at the SLU Libraries.
6. Refraining from installing or running personal software to the SLU Libraries' computers.
7. Refraining from deliberate propagation of computer worms and / or viruses.
8. Online games and installing prohibited application are not allowed and;
9. Respecting posted time limits.

Compliance with the SLU Multimedia Library Policy and Guidelines

In addition to this specified policy, the general guidelines for the use of all public access computers likewise govern the use of the Internet in the SLU Multimedia Library. Violation of the policies and regulations that govern the use of SLU Libraries' Internet resources may result in suspension or loss of the privilege to use these resources. Illegal activity through the SLU Libraries' Internet sources will be subjected to prosecution by the appropriate authorities.

To achieve an atmosphere conducive to the best use of its resources, the SLU Libraries developed the following rules regarding the use of the public computer of the SLU Multimedia Library:

1. The library users may not use the Internet for any illegal activity;
2. The library users may not invade the privacy of others or engage in any activity that is harassing, defamatory or threatening, or receive or display graphics which may reasonably be construed as obscene as defined by law;
3. The library users must respect copyright laws and licensing agreements and assume responsibility for payment of fees for any fee-based service; and
4. By using the work station for Internet use in the SLU Multimedia Library, users agree to the following guidelines:

b. <u>Internet Access from the SLU Multimedia Library Work Stations</u>

1. Library work stations are not for recreational use. Games, whether online or offline, are prohibited;
2. The sole objective for the use of the Internet at the workstations is for study and research relevant to related subjects of the students or researchers.

c. <u>Time Limits</u>

A library user is allowed to use a computer work station for one (1) hour subject to renewal, provided that no other library user is waiting for an available computer.

d. <u>Downloading</u>

1. Library users may download to pre-formatted disk, flash drives or thumb drives. They are also requested to allow storage devices to be scanned for viruses or worms.
2. Library users must provide their own storage devices; and
3. Library is not responsible for any loss or damage to personal disk or storage devices when downloading.

e. <u>E-mail</u>

1. The library does not offer electronic mail accounts;
2. Library users are allowed to send or read e-mail in connection with their research or study.

<u>Unacceptable Use of Computers and the Internet</u>

- Use of the Internet (including the transmission or receiving of any material) in violation of the law is prohibited. This includes but not limited to infringement of copyrighted materials, and transmitting or receiving threatening or obscene material, pornographic material or material protected by trade secret;
- Use for commercial purposes is prohibited;
- Library users should not interfere with or disrupt network users, services, or equipment. Disruption of unsolicited advertising, propagation of computer worms or viruses, software piracy, copyright violations, and using the network to attempt to make unauthorized access to any computer system or restricted data files. Library users may not falsely represent themselves as another person; and
- The internet equipment and software must be used as installed at library work stations. Library users are not permitted to add, delete or modify the installed hardware or software or to change preference settings.

Penalties for Misuse

1. The SLU Libraries reserve the right to deny access to students, researchers and visitors who infringe on its computer use and Internet access at any time in the SLU Multimedia Library.
2. Theft, damage, introduction of viruses or other misuse of the SLU Multimedia Library computers will result in the immediate termination of privileges. If found liable, library users will be charged to cover the cost of repair or replacement of hardware and/or software.