

MULTIMEDIA LIBRARY RULES AND REGULATIONS

Vision / Mission

The University Libraries (UNL) provide support services to the transformative educational process of SLU and are committed to providing expedient and effective access to high-quality services, collections in various formats, and information resources designed to meet the curriculum. Relatedly, UNL offers Internet access to all users for research and the professional, intellectual, creative, and personal needs of the SLU community.

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

- a. Electronic information, services, and networks provided by libraries should be readily, equally, and equitably accessible to all library learners;
- b. Libraries and librarians should not deny or limit access to 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 their parents or legal guardian.

The University Libraries' Role

The UNL provides resources in various formats to meet the educational, informational, and cultural needs of the diverse, multicultural community it serves. The UNL offers access to a wealth of information that can be personally, professionally, and culturally enriching. 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 learners are cautioned that controversial and divergent ideas, points of view, and images can be found on 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 information or commentary that may be found on the Internet. Furthermore, because Internet access points change rapidly and unpredictably, the libraries cannot protect individuals from information and images they might find offensive or disturbing. Library learners should carefully evaluate the information they find when using resources from the Internet.

Computers available at the Multimedia Library, which can be used to access the Internet. All library learners must share the Internet. Since the library staff cannot consistently and simultaneously monitor Internet use, individuals are asked to be sensitive to others' values and beliefs when displaying potentially controversial information or images on public computer screens. Library

learners are also cautioned that since security in electronic communications is vulnerable to unauthorized access and use, they should, therefore, be considered public.

UNL assumes no responsibility for any direct or indirect damages arising from its connections to the Internet. UNL makes no guarantees, either expressed or implied, concerning the accuracy or completeness of the online information. Not all the information available online is accurate, current, or complete. Library learners 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 a suitable environment to use their information sources freely.

User's Responsibilities

All library learners are expected to use the Internet as a library resource responsibly and courteously, consistent with the purpose for which it is provided, and to follow all Internet-related rules, regulations, and procedures established for its use, including but not limited to those of the UNL, namely:

1. Recognizing that the Internet, like all library information sources, must be shared and used in a manner that respects the rights of others and refrains from activities that prevent others from using it.
2. Refraining from illegal use of the UNL Internet resources, including using such resources to engage in harassment or defamation.
3. Respect intellectual property rights by making only authorized copies of copyrighted, licensed, or otherwise controlled software or data on 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 computer system via the Internet.
5. Refraining from changing the equipment or altering the setup of computers used to access the Internet at the UNL.
6. Refraining from installing or running personal software on the UNL's computers.
7. Refraining from deliberate propagation of computer worms and/or viruses.
8. Online games and installing prohibited applications are not allowed.
9. Respecting posted time limits.

Compliance with the Multimedia Library Policy and Guidelines

In addition to this specified policy, the general guidelines for using all public access computers likewise govern the use of the Internet at the Multimedia Library. Violating the policies and regulations that govern the use of UNL's Internet resources may result in suspension or loss of the privilege to use

these resources. Illegal activity through the UNL Internet sources will be subject to prosecution by the appropriate authorities.

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

1. The library learners may not use the Internet for any illegal activity.
2. The library learners 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 learners must respect copyright laws and licensing agreements and assume responsibility for payment of fees for any fee-based service; and
4. By using the workstation for Internet use at the Multimedia Library, learners agree to the following guidelines:

a. Internet Access from the Multimedia Library Work Stations

- Library work stations are not for recreational use. Games, whether online or offline, are prohibited.
- The sole objective of using the Internet at the workstations is to study and research subjects relevant to the library learners.

b. Time Limits

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

c. Downloading

- Library learners 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.
- Library learners must provide their own storage devices; and
- The library is not responsible for any loss or damage to personal disks or storage devices when downloading.

d. E-mail

- The library does not offer electronic mail accounts.
- Library learners can send or read e-mail about their research or study.

Unacceptable Use of Computers and the Internet

- Use of the Internet (including the transmission or receiving of any material) in violation of the law is prohibited. This includes, but is not limited to, infringement of copyrighted materials, transmitting or receiving threatening or obscene material, pornographic material, or material protected by trade secret.
- Use for commercial purposes is prohibited;
- Library learners 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 gain unauthorized access to any computer system or restricted data files. Library learners may not falsely represent themselves as another person; and
- The internet equipment and software must be used as installed at library work stations. Library learners cannot add, delete, or modify the installed hardware or software, or change preference settings.

Penalties for Misuse

1. UNL reserves the right to deny access to students, researchers, and visitors who infringe on its computer use and Internet access at any time in the Multimedia Library.
2. Theft, damage, introduction of viruses, or other misuse of the Multimedia Library computers will immediately terminate privileges. If found liable, library learners will be charged to cover the cost of repair or replacement of hardware and/or software.