

South Florida Community College Campus/Center Library Computer Use Guidelines

Introduction

This is an addendum to SFCC's *Student Access to Technology Resources--Acceptable Use Policy* and specifically concerns the computer and electronic resources at the campus/center libraries. A copy of the complete guidelines for *Student Access to Technology Resources--Acceptable Use Policy* is available in the Highlands Campus Library at the Reference Desk and at the Reception Desk at the other campuses/center.

SFCC's Library technology resources (online catalog, electronic databases, Internet) include, but are not limited to, those in the:

- Library/Reference Area
- DeSoto Campus Library
- Hardee Campus Library
- Lake Placid Center Library

Acceptable Use of Library Computers and Internet

All patrons using computers in the campus/center libraries are responsible for using technology resources in an ethical and legal manner. Users must respect the intellectual and access rights of others--locally, nationally and internationally.

Acceptable use includes:

- Using technology resources for educational and research purposes only.
- Limiting your time on computer workstations when other patrons are waiting to use them.
- Respecting the privacy of others by not sending them unwanted email messages, misrepresenting them when sending email, or tampering with their accounts, files, or data.
- Using the campus/center libraries' limited resources, such as paper, toner, disk space, and Internet bandwidth, wisely.

Unacceptable use includes:

- Obstructing other people's work by consuming excessive amounts of system resources or by maliciously damaging any College computer system.
- Attempting to damage computer equipment or software configurations.
- Using the network for commercial activity or any activity that violates SFCC and the Library's licensing agreements.
- Using computing or networking resources for commercial or profit-making purposes without written permission from the President.
- Downloading or installing any commercial software, shareware, or freeware onto College computers.

Copyright

U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Users may not copy or distribute electronic materials (including software, electronic mail, text, images, sound, programs, or data) without the explicit permission of the copyright holder. The user is responsible for any consequences of copyright infringement; SFCC and the Library expressly disclaim any liability or responsibility resulting from such use. Similarly, if you make materials available for others to retrieve or use (via a World Wide Web server, postings to a USENET newsgroup, etc.), you must respect the copyright of the materials.

Consequences

If computer use results in disruption of Library or other College services, the Library or campus/center staff member on duty may end the session. Internet sessions may also be discontinued if inappropriate applications are being accessed. If the patron refuses to comply with the Library or campus/center staff member's request, the matter will be turned over to the Library Director, campus/center director, or Campus Security. Students involved in such practices shall be referred to the Dean of Students for appropriate disciplinary action. Other users may be denied access to further use of the College campus/center libraries and be subject to paying for all repairs.

The Internet provides access to a wide variety of materials. However, the Internet is an unregulated medium and contains material that may be offensive or inaccurate. The campus/center libraries do not monitor, control or take responsibility for the information accessed through the Internet. It is the responsibility of the user to consider the source and determine the reliability, appropriateness, and quality of the material found on the Internet. The College and campus/center libraries endorse the *Library Bill of Rights* and the *Freedom to Read* statement of the American Library Association. They do not censor access to material or protect users from offensive and/or inaccurate or incorrect information. However, they fully support the College's commitment to civility as key to the meaningful exchange of ideas. Therefore, the campus/center libraries' computers are not to be used with the intent to intimidate, harass, or display hostility toward others (i.e., hate literature, pornography, etc.). Users are also asked to be sensitive to material that others in a public place might find offensive.

Software and information downloaded from any source, including the Internet, may contain computer viruses. SFCC and the campus/center libraries take no responsibility for the loss of data or any damage to the patron's discs and/or computers that may result from using the campus/center libraries' hardware or software.

Use of Campus/Center Library Computers by Minors

Those supervising minors should note that the campus/center libraries provide unfiltered Internet access to serve the needs of an academic community. Minors using the campus/center libraries may encounter materials that might be considered objectionable on the Internet as well as in the stacks. SFCC and the campus/center libraries take no responsibility for the exposure of minors to objectionable materials in any format. **Minors under the age of 16 must have appropriate supervision (parent, guardian, or instructor) to use College library resources.**