

Acceptable Use Policy for Technology in the Library

This policy applies to library workstations dedicated to the use of electronic databases, the library catalog (MSMCat). Internet access, and various other library and information resources.

The library provides access to resources through the library workstations to support the mission of Curtin Memorial Library. Mount Saint Mary College students and faculty have the priority to use these workstations.

Mission Statement for Curtin Memorial Library

The mission of Curtin Memorial Library is to acquire, organize, and disseminate recorded information that supports the educational programs and research efforts of the college community, fosters intellectual freedom, and prepares students to evaluate, manage and use information.

Acceptable Use of Library Workstations

- The library's computer workstations are for electronic databases, the library catalog (MSMCat), Internet access, and various other library and information resources.
- Use the library workstations in a reasonable manner, respect the rights of others, and take care of the equipment and hardware.
- Patrons have the right to access materials of their choosing and engage in constitutionally protected communications.
- If patrons wish to save files, they should use their own disks (formatted for an IBM compatible PC).

Warning: Although the library uses a virus checker on its computers, this will not completely protect patrons from the chance of getting a virus. Files downloaded from the Internet may contain a virus and patrons need to have a virus-checking utility running on their computers.

- The library equips every computer workstation with a printer. Please take into account how much paper is used and keep printing to a reasonable amount.

Inappropriate use includes, but is not limited to:

- The use of personal software programs or CD-ROMs on the library computers.
- The use of workstations for commercial activities, or private or personal business (e.g., "chats").
- Sending or receiving personal E-mail from any of the library computers.
- Playing games.
- Attempting to alter or damage computer equipment, software configurations, or files belonging to the library, the College, or external networks.
- Attempting any unauthorized entry into the Library's network or to any other computer system.
- Violation of copyright laws, software license agreements, or communication laws.

Library environment:

Libraries rely on the cooperation of their patrons to provide shared resources efficiently and effectively, and ensure community access to diverse information. Curtin Memorial Library strives to balance the rights of patrons to access a wide range of information resources with the rights of others to work in an environment free from harassing sounds and visuals. The library asks all our library patrons to remain sensitive to the fact that they are working in a space shared by people with a variety of information interests and needs.

Cell phones:

The use of cell phones is prohibited in the library. They are disruptive to both the research and study needs of the library's patrons.

Violation of this policy:

When informed of any violations to this policy, Curtin Memorial Library will enforce rules and responsibilities outlined above, and a patron's right to use library workstations will be suspended for a specified time, depending on the damage caused by their actions. The library will notify patrons of the length of and reason for their suspension.

How patrons can obtain additional information:

The use of library workstations is compatible with Curtin Memorial Library's endorsement of the Library Bill of Rights, the Freedom to Read, and Access to Electronic Information, Services, and Network Statements from the American Library Association, and with Curtin Memorial Library's Collection Development Policy, and Mission Statement. If you have any questions about the Library Workstation Acceptable Use Policy, please ask a librarian.