



A guide to Library Services

COMPUTER USE POLICY

POLICY STATEMENT

Computers in Roberts-LaForge Library, the Instructional Resources Center (IRC), and Capps Archives and Museum are to be used for research and educational enrichment with priority given to Delta State University students, faculty, and staff.

DEFINITIONS

Community member: Any individual that is not a current student, staff, or faculty member at Delta State University.

User: Any individual that enters Roberts-LaForge Library, the IRC, or Capps Archives and Museum.

PROCEDURES AND RESPONSIBILITIES

Library computers are governed by university policies for technology. Therefore, none of the computers in the library may be used for activities that conflict with university policy, state or federal laws. Library Services faculty and staff are responsible for maintaining an environment that is conducive to research and learning. Therefore, library services reserves the right to exercise necessary actions to sustain a positive atmosphere. These actions may include, but are not limited to the following: (a) asking users to relinquish their computers; (b) enforcing time limits; or (c) requiring users to leave the building.

General Guidelines:

1. Viewing or accessing inappropriate text, images, or web sites is prohibited on all computers and doing so may result in a loss of computer privileges and/or criminal charges.
2. No more than two people may gather at a computer to avoid disturbing other library users.
3. Printing is allowed. However, users must pay for printing with their DSU Okra Card or a purchased guest card.
4. Food and drink are not permitted.
5. Users may not engage in activities that are considered to be unacceptable. Examples of unacceptable activities are:
 - a. Using computing resources for unauthorized, illegal or unethical purposes.
 - b. Adding or modifying the software or hardware configurations of computing and/or networking systems.

- c. Installing personal or downloaded software on any library computer or network that is not directly related to DSU academic or university work.
- d. Violating copyright laws or software licensing agreements.
- e. Engaging in activities that waste computer resources.
- f. Displaying text or images, causing noise or other disruptions that may be considered offensive in an academic environment. (Viewing pornography *is not* allowed on university computers.)

Community Member Guidelines:

1. Community members must abide by the general guidelines that are outlined above.
2. Children under the age of 16 are not allowed to be in the library without an adult. It is the responsibility of the parent, guardian, or accompanying adult to monitor the computer usage of minors. Library computers are not equipped with Internet filtering software therefore parents must determine what is appropriate for their children.
3. Families with children are limited to two computers.
4. During busy times when the demand for computers exceeds availability, community members must give up their computers for DSU students, staff, or faculty.
5. Community members may be asked to limit their time on library computers to **thirty (30) minutes**. Anyone that willfully violates the time limit may lose their computer privileges in the library.

RELATED DOCUMENTS

- DSU Policy on “Abuse of Computers and Network Systems”
- DSU Policy on “Unauthorized Access to Computer Systems and Network”
- DSU Policy on “Responsible Use of Electronic Communications”