

Policies of the University of North Texas Health Science Center	Chapter 4
<b>04.202 Policy on Use of Library Computers and Electronic Resources</b>	Administration

### **Policy Statement.**

As part of its mission to serve the education, research, service, and patient care needs of UNTHSC students, staff, and faculty, Lewis Library makes available a limited number of computers that offer access to electronic resources and software packages. In order to preclude public access to proprietary UNTHSC resources, to ensure computer access for the library's primary clientele, and to serve the general public, Lewis Library issues this policy. Additionally, all library users can access the campus network, using either a wireless or an Ethernet connection. Individuals using the campus network shall comply with UNTHSC policy 04.301 "Acceptable Electronic Communications Use Policy", other applicable UNTHSC policies, and state and federal law.

UNTHSC is not responsible for any damage done to patrons' disks, data, hardware, or software by any malfunction of library hardware or software or by malware which may have been contracted on or through library equipment.

### **Application of Policy.**

All Faculty, Staff and Students

### **Definitions.**

### **Procedures and Responsibilities.**

1. Computers in the library's classrooms (rooms 225 and 400) as well as those on the tables immediately outside room 225 are restricted to use by students, staff, faculty, fellows, and residents in UNTHSC-related training programs. Exceptions may be made upon request for non-UNTHSC groups. Room 400 serves as the primary teaching lab on campus and is normally not open for general use.

Responsible Party: All computer users in the Library

2. Library visitors and members of the general public wishing to research biomedical topics or access the unique resources of Lewis Library may use the designated computers located immediately outside of room 222. These computers allow access to Internet-based resources, including the library's licensed collection of research databases and electronic journals. Lewis Library is not responsible for the quality of information obtained when using these resources. Use of these computers by the general public is limited to two sessions per day, with each session lasting a maximum of two hours. Visitors may be limited to 30 minutes at busy times.

Responsible Party: Library Visitors and General Public

3. Internet access via the UNTHSC network (Ethernet or wireless) is available to all library patrons using their own properly-equipped computers. While in the library, non-UNTHSC patrons may connect their computers to the UNTHSC network only to research biomedical topics or to access the unique resources of Lewis Library. For information about remote access to electronic resources, see UNTHSC policy 04.205 "Policy on Remote Access to Networked Electronic Resources."

Responsible Party: All computer users in the Library

4. Lewis Library prohibits the loading of personal programs or content on its computers. All personal work should be saved onto a portable drive or sent to a recipient via email because added files are automatically deleted when a user logs off. Any personal work saved on the computers will be lost during the logoff procedure and will be unrecoverable.

Responsible Party: All computer users in the Library

5. No food is allowed near the library computers. This includes computers in both rooms 225 and 400, as well as the computers on the main floor outside rooms 222 and 225. Drinks are permissible in these areas as long as they are in a container with a spill-proof lid.

Responsible Party: All computer users in the Library

6. Children under the age of 16 are allowed to use Lewis Library computers only with the direct and immediate supervision of a parent or guardian. Exceptions may be made for organized library visits by local high school science classes and for students enrolled in the Fort Worth Independent School District's health science magnet program. For more information, see UNTHSC policy 04.207 "Policy on Children in the Library."

Responsible Party: Parents, Guardians and High School Teachers

7. All computer users in the library must use library resources (including databases and electronic journals) in accordance with their license terms and conditions and must adhere to copyright laws protecting materials available on the public workstations.

Responsible Party: All computer users in the Library

8. The library's electronic resources are provided for educational and research uses only, and the content may not be distributed to persons not affiliated with UNTHSC or sold for profit.

Responsible Party: All computer users in the Library

9. To the extent permitted by license agreements, electronic resources may be used for electronic reserves, course-packs, and students class handouts in conjunction with UNTHSC courses. Check with the library staff on the permitted uses for a particular resource. License agreements prohibit users from printing or systematically downloading large quantities of content from any given resource.

Responsible Party: Faculty, Staff and Students

10. Content from restricted electronic resources may not be made electronically accessible outside of the UNTHSC computer network.

Responsible Party: All computer users in the Library

11. All computer users in the library must adhere to UNTHSC policy 04.301 "Acceptable Electronic Communications Use Policy", other applicable UNTHSC policies, and state and federal law.

Responsible Party: All computer users in the Library

12. Lewis Library patrons who are in violation of this policy may be subject to penalties for infractions, including but not limited to verbal warnings and the loss of the use of library computers and UNTHSC network resources.

Responsible Party: Library patrons

13. This policy shall be considered and applied in conformity with other UNTHSC policies, including but not limited to UNTHSC policy 04.301 "Acceptable Electronic Communications Use Policy".

Responsible Party: Faculty, Staff, Students, Library Patrons

14. Print copies of all Lewis Library policies can be obtained at the Library Circulation Desk.

Responsible Party: Library Staff

**References and Cross-references.**

04.205 Policy on Remote Access to Networked Electronic Resources

04.207 Policy on Children in the Library

04.301 Acceptable Electronic Communications Use Policy

**Forms and Tools.** (optional)

Approved: May 2005

Effective: May 2005

Revised: