COMMUNITY USE OF LIBRARY PCS POLICY

GENERAL PRINCIPLES AND GUIDELINES

Goshen College is a private institution owned and operated by the Mennonite Church. "The computing and network resources provided by Goshen College are intended to support the academic mission of the institution. Usage of these resources must be in accordance with GC's "Standards For Guiding Our Life Together"¹ and other campus policies and guidelines, IHETS policy,² and applicable laws. Acceptable uses include: instruction, independent study, authorized research, independent research, and the official work of the offices, departments, recognized student and campus organizations, and agencies affiliated with the institution." – Reprinted from the Goshen College Code of Conduct for Use of Computing Facilities, published by GC Information Technology Services and available at http://www.goshen.edu/its/policies/acceptable-use-policy/.

LIBRARY USERS OTHER THAN GC STUDENTS, FACULTY AND STAFF

Community patrons may be logged on to the Good Library's search station PCs using a "public" user ID and password with the understanding that first priority goes to GC students, faculty and staff.

Community patrons must provide all personal and contact information requested in order to be logged on to a library PC. Community patrons must also log off when they have finished using a library PC.

EXCEPTIONS AND LIMITATIONS

1. Community patrons may use computers on the first floor only, excluding the computer lab. If the library is so busy that there are not enough search stations available for GC users, community patrons will be asked to terminate their use of library PCs.

2. Library staff may recommend that community users go to a public library if the patron anticipates or demonstrates long-term and/or intensive use that is not related to Goshen College. This referral may be made at the discretion of the designated library employee at the time of the log-on request.

3. Community patrons who are not of high school age (9th grade) or beyond must be accompanied by a parent, legal guardian or tutor over the age of 18 in order to be logged on to a PC. If necessary, identification will be required for both the PC user and the accompanying adult. Documentation or proof of a tutoring relationship may also be required.

4. Community patrons may print from Good Library PCs. Prints are $.10 per page. Pay at the Circulation desk.

5. Diskettes may be purchased at the Circulation desk if patrons would like to save their work to a file they can take with them.

INAPPROPRIATE USE

PC and network use is monitored at Goshen College. Abuse of the PCs will result in loss of privileges. Examples of abuse include (but are not limited to) the following:

- Unauthorized access to a personal or GC system or account
- Deleting or copying files from another person's computer account
- Excessive use of disk space or network bandwidth
- Excessive recreational use during work hours or in public labs
- Unapproved mass mailings to campus users
- Logging into multiple computers for non-academic purposes
- Installation of software on public computers which compromise their security or reliability, or interfere with maintenance procedures
- Installation or use of sexually explicit or offensive screensavers, wallpaper, pictures, etc.
- Sending intimidating or harassing messages
- Sending unsolicited bulk e-mail or advertisements (spamming)
- Attacks on networks or systems within or beyond Goshen College
- Using college resources for personal financial gain or illegal activities
- Performing activities that interfere with the rights of others
- Viewing or printing offensive material in a public area
- Distributing chain letters
- Conducting commercial activities on the network, e.g. advertising or promoting a third-party business or receiving payment for your use of GC computers or network bandwidth.
- Engaging in activities that are illegal, threatening, or deliberately destructive
- Participating in activities that infringe on copyright laws and regulations
- Falsifying e-mail or newsgroup postings (forgery)
- Monopolizing workstations for secondary use when others are waiting
- Conducting any activity that significantly prevents or inhibits the conduct of college academic or administrative work

All community patrons who are logged on to Library PCs must read the Public Use of Goshen College Computers in the Library message before signing in to use library PCs.

Approved April 4, 2002 by the Library Committee.
Last revised Nov. 27, 2012 by LGC.