

MAAG LIBRARY COMPUTER USAGE AND INTERNET ACCESS POLICY

In carrying out its mission to advance the success of our students, faculty, and communities, advance access to information, and promote lifelong learning, Maag Library endeavors to develop collections, resources and services to meet the information needs of its constituents. It is within this context that Maag Library offers access to the Internet. For more information, see the YSU Strategic Plan: <http://www.ysu.edu/strategicplan/>

INTERNET PROCEDURES AND RESTRICTIONS

University policy #4009.01, which is available at http://web.ysu.edu/gen/ysu_generated_bin/documents/basic_module/4009.01_2013.pdf, states that, "University technology resources are provided to the University community to support its academic and administrative functions in accordance with its teaching, research, and service missions. These resources are intended to be used for the educational and business purposes of the University in compliance with this policy." In order to comply with this policy, current students, faculty, and staff of Youngstown State University must use their university username and password in order to log in to Internet workstations throughout the library.

- One computer is available in the reference room for visitors. Reference staff can log visitors in to this computer. All first time users will be given a copy of this policy and will initial the sign log upon receipt.
 - Use of the public computer is limited to **15 minutes** per person. Additional time is subject to computer availability, up to 1 hour per day. **During regular semester breaks and June through August additional time (more than 1 hour) may be granted by the discretion of the librarian on duty.**
 - The public Internet computer is available on a walk-in/sign-up basis. Advance reservations will not be taken. **Users will print their name on a sign in sheet and present a photo ID for verification purposes.** Once sign in is verified the library reference staff member will sign the patron onto the computer.
 - Minors who wish to use a public computer to access government documents will receive mediated searching assistance from library staff.
 - Use of this computer is for library research purposes only. Reference staff will assess whether the user's needs are consistent with the purpose of "library research".
- Users may NOT use their own software programs on an Internet workstation, nor may they download plug-ins from the Internet or play music CDs or DVDs.
- Internet-accessible computers are located in public areas shared by patrons of all ages, backgrounds and sensibilities; the library expects patrons to recognize this and refrain from accessing potentially obscene or disturbing web sites. The Library reserves the right to ask individuals to discontinue the display of information and images that violate library policy, or state and federal law.
- Users may download information from an Internet workstation.
 - Users may not save files on an Internet workstation's hard drive. Files can be saved to a CD or flash (USB) drive. Through the support of the Friends of Maag Library, CDs and flash drives can be purchased at the Circulation Desk.
 - **Printing IS NOT AVAILABLE.** (*Exception: Printing upon request for Government Publishing Office (GPO) publications*)
- WARNING: Software downloaded from an Internet workstation may contain a virus. Users are advised to install virus checking software on their personal computers. Maag Library is not responsible for damage to a patron's flash (USB) drive or computer. All users of this service agree to hold Maag Library harmless from any claims, losses, damages, obligations or liabilities relating to the use of the library computer or the Internet.
- The Library reserves the right to amend "Internet Procedures and Restrictions" and other rules and regulations pertaining to computer use as needed. The user agrees to comply with any and all subsequent "Internet Procedures and Restrictions" that may be issued.
- Acceptable uses of an Internet workstation will be determined by library staff. Maag Library reserves the right to end an Internet session at any time. Failure to follow the rules and regulations stated above may result in loss of Library privileges and/or civil or criminal charges.