Success. It's In Our Nature.

Policy Name: Access to Electronic Information: Charles J. Meder Library   **Policy Number:** B-12

Functional Area(s) Responsible: Academic & Student Affairs

Owner(s) of Policy: Library

Most Recent BOT Approval Date: Fall 2011

Most Recent Review Date: Fall 2022

Most Recent Review/Revision Type: ☐ none   ☒ minor/non-substantive   ☐ substantive/extensive

---

Policy Statement:

Finger Lakes Community College shall enforce a course of action for the responsible use of the Charles J. Meder Library.

The FLCC Library requires that users shall abide by the following **Guidelines for Responsible Use**:

1. Access the Library's network, software, hardware, and databases for educational and informational purposes only (research and class assignments take precedence over internet browsing, game playing, or social network sites).
2. Not engage in the unauthorized copying of software or tampering with installed software, terminal settings or network configurations (the addition of bookmarks, shortcuts, programs, etc. is prohibited).
3. Refrain from practices that interfere with fair public use of the Internet (including, but not limited to, hacking and/or spreading computer viruses).
4. Obey laws and regulations relative to copyright, licensed software and data - U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Users may not copy or distribute electronic materials (including electronic mail, text, images, programs, or data) without the explicit permission of the copyright holder. All responsibility for any consequences of copyright infringement lies with the user. The FLCC Library disclaims liability or responsibility resulting from such use.
5. Spend a maximum of thirty minutes using a Library workstation when other users are waiting.
6. Limit printing to twenty-five pages during any session.
7. Not use library resources to intimidate or harass. Prohibited behavior may include, but is not limited to, intimidation or harassment based upon gender, race, religion, ethnicity or sexual orientation.

When using the Library's computer resources, a person is agreeing to abide by established guidelines. The Library reserves the right to extend, limit, restrict or remove privileges. Violations of the guidelines and engaging in certain prohibited practices may be subject to the suspension of Library privileges, disciplinary action by the College and civil and/or criminal prosecution.

FLCC Library staff has no control over the vast array of information resources available on the Internet. The Internet is a global entity with a highly diverse user population and information content. The Library cannot censor access to materials or protect users from materials they may find offensive. In choosing sources to link to the library's home page, the College follows generally accepted library selection procedures. Beyond this, the College does not monitor or control information accessible through the Internet and does not accept responsibility for its content. The College is not responsible for changes in content of the sources to which we link.

As with printed information, not all sources on the Internet provide accurate, complete, or current information. Users should evaluate Internet sources just as they do printed publications, questioning the validity of the information provided.

Reason(s) for Policy:

This policy is intended to ensure appropriate use of library resources in compliance with applicable state and federal laws and regulations.

Applicability of Policy:

All Library patrons (college employees, students and community members) should be familiar with this policy.

Definitions:

Electronic information refers to any electronic resource that is made available by or is accessible through the Charles J. Meder Library.

Related Documents:

- U.S. copyright law (Title 17, U.S. Code)
- Guidelines for Responsible Use of Library Resources
- Copyright Policy: Charles J. Meder Library

Procedures:

None

Forms/Online Processes:

None

Appendix:

None