



OFFICE: Library
DATE: Last revised July 11, 2016
CATEGORY: Policy
SUBJECT: Use of Library Technology Resources

USE OF LIBRARY TECHNOLOGY RESOURCES POLICY

The use of Benedictine University Library technology resources is governed by the [Benedictine University Acceptable Use Policy](#) and [Benedictine University Responsible Use of University Technology Resources Policy](#).

Academic Priority

The Library makes computer workstations available to support the educational, research, and service mission of the University. BenU students, faculty, and staff engaged in academic work receive priority access. Users engaged in personal or recreational computer use must yield access if the computer workstation is needed for academic purposes.

Visitors

Limited guest access is available for visitors who sign in and present a valid photo ID at a Library service desk. Visitors include BenU alumni, users from LIBRAS and CARLI member institutions, and the general public. Visitors are welcome to use Library computers in public areas but are required to yield access to BenU users when the Library is busy. Visitors may not use computers in the Kindlon Hall 030 or 232 computer labs. Visitors served by other libraries are expected to use their home library for extensive computer use. Visitors are expected to act responsibly, respect the rights of other users, and observe all applicable state and federal laws and University policies.

Personal Computing Equipment

BenU students, faculty, and staff may connect laptops and other personal computing equipment to the University's wireless network using their BU Login. Users may not unplug any of the Library's equipment. Use of personal equipment, such as power cords, must not pose a safety hazard for others.

Printing

Library computers print to public printing stations in the Library. Printing is free for BenU students, faculty, and staff. Visitors may print at a cost of 5 cents per page, payable at a Library service desk.

Minors

Visitors under the age of 18 must be accompanied by an adult 21 years of age or older. Parents or legal guardians of visitors under the age of 18 are responsible for their children's behavior and activities in the Library, including access to and use of the Internet.

Electronic Resources Usage

The Library makes electronic resources available to support the educational and research needs of current BenU students, faculty, and staff.

Licensed Electronic Resources

Many of the electronic resources made available by the Library are governed by license agreements which permit authorized users to access these resources for non-commercial, educational, scholarly, and research purposes only. Authorized users are generally defined as current Benedictine University students, faculty, and staff and on-site users. Vendors and publishers may monitor use to ensure the terms and conditions of their license agreements are enforced. **Violation of a database provider's terms and conditions may result in cancellation of service for the entire University.**

When using licensed electronic resources, authorized users must:

- Limit use to non-commercial, educational, scholarly, and research purposes.
- Not engage in systematic downloading of content, either manually or with specialized software.
- Not share content with any unauthorized user or facilitate unauthorized access to content.

Copyright and Electronic Resources

The copying of electronic resources provided by the Library may be governed by both license agreements and U.S. Copyright Law. To learn how copyright law affects the use of electronic resources at Benedictine University, see the Library's [Copyright Policy](#).

Library staff reserve the right to ask users violating the policies listed above to terminate their sessions immediately. Serious or repeated violations may result in suspension of Library computer and electronic resources privileges.

Approved by: _____ Date: _____
Jack Fritts, University Librarian

Approved by: _____ Date: _____
Provost Academic Affairs