



Benedictine University Library

OFFICE: Benedictine University Library
DATE: Last revised January 2023
CATEGORY: Policy
SUBJECT: Acceptable Use of Library Technology Resources

ACCEPTABLE USE OF LIBRARY TECHNOLOGY RESOURCES POLICY

All users of Benedictine University Library technology must comply with the [Benedictine University Acceptable Use of Technology Resources Policy](#).

Academic Priority

The Library makes computer workstations available to support the educational, research, and service mission of Benedictine University (“the University”). Benedictine University 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 to the University who sign in and present a valid photo ID at a Library service desk. Visitors include members of the public. Visitors are welcome to use Library computers in the Library 3rd Floor but are required to yield access to Benedictine University 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

Benedictine University students, faculty, and staff may connect laptops, smartphones, and other personal computing equipment to the University’s wireless network using their BenU 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, Scanning, and Copying

Benedictine University students, faculty, and staff may use the campus network printers to release print jobs, scan, and make copies. Students who are on a semester schedule are each given a \$50.00 printing credit at the beginning of each semester. Students may add additional funds to their printing balance using their Benedictine University PaperCut account. Visitors to the University may not use campus network printers.

Minors

Visitors under 18 must be accompanied by an adult 21 years 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 Benedictine University 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

Use of the Library's electronic resources must not violate license agreements or 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.