

Rentschler Library
Miami University- Hamilton
Policy for Use of Library Public Workstations

Policy

Miami University Libraries provide computers for patrons to access the multitude of electronic resources available both in the library and through the Internet. As with printed materials, the library endorses the Library Bill of Rights and the Freedom to Read statement of the American Library Association and, in doing so, does not practice censorship. No sites are blocked because of content or graphics, etc. The library does not monitor and has no control over the information accessed and cannot be held responsible for the content or quality of the information retrieved.

Guidelines

The primary purpose of public computers in the Libraries is to provide Miami students, faculty, and staff access to information that supports research, instruction and the dissemination of scholarship. Consequently, Miami-affiliated clients receive priority in the use of the Libraries' public computers. Should all computers be in use, non-affiliated clients will be asked to relinquish their computer.

To protect the equipment, ensure effective and efficient functioning, and provide the appropriate level of access, the following guidelines, which are posted near all computers, are to be followed:

- Computers should not be used to store information. All downloaded files and changes to existing files (bookmarks, favorites, etc) are deleted when a PC is restarted to protect the privacy of our clients. Miami students, faculty, and staff may save documents to their NetDisk space. In addition, end users may save files to portable storage devices such as floppy, USB or CD-ROM drives on many machines.
- Library workstations are not intended for non-course related uses such as personal email, instant messaging, game playing, or other recreational uses.
- Patrons viewing or listening to multimedia content from the Internet are asked to keep headphone volume at levels that do not interfere with other users.

Adapted from Policy on the Use of Public Computers, Miami University Libraries Policy

<http://www.lib.muohio.edu/about/workstations.php>

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