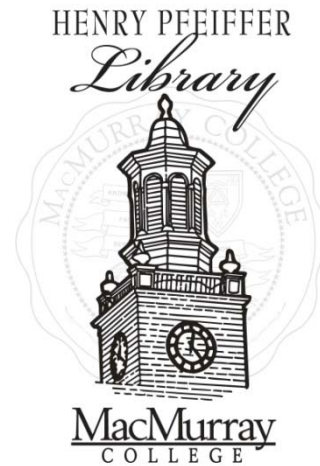


## Library Policies

Library Computer Use      *December 2009*

The **Library Computer Use Policy** is intended to provide fair access to Library computers for the MacMurray community, area college and high school students, and for the public seeking information provided through Henry Pfeiffer Library's Government Documents Depository status.



Guidelines from :The MAGGIE 2009/2010: A student's guide to MacMurray College. Available to download from [://www.mac.edu/student\\_affairs/](http://www.mac.edu/student_affairs/)

*"Computer resources and facilities are limited. Therefore, every user must employ them wisely. If another is waiting to use equipment for a task more urgent than yours, please give way".*

*"Use of the computer facilities for entertainment, such as chatting or casual Web browsing should not be done during time of heavy lab use. Academic or course-related work is the highest priority; the next is serious individual productive work; last is use of the computer facilities for entertainment".*

### **Use of computers by members of the MacMurray community:**

- Priority is given first to MacMurray students, faculty, and staff, then the public for accessing government information sources.
- Use of computers for educational purposes takes priority over recreational or personal use. During busy times, students who are not engaged in research or coursework may be asked to vacate a computer station to allow another student access.
- As a courtesy to other Library users, volume should be muted or headphones used.

### **Use of computers by the public:**

- Campus visitors and the general public may be asked to sign in at the circulation desk. The Library reserves the right to restrict access to, and/or impose time limits on the use of public access computers during busy times.
- Members of the public may use the Library computers for educational use when space allows. Those using the computers for chat, game playing or other recreational use may be asked to leave the Library.
- Members of the MacMurray community have priority. Public users may be asked to give up a computer if a student needs one.
- The Library is not responsible for minors' Internet use or for information accessed by minors. Supervision of minors is the responsibility of the parent or guardian.
- The Library prohibits violation of state or federal law, including copyright laws and software licensing agreements.

Approved 1.06.10