

Computer and Internet Acceptable Use Policy

Updated April 2022

The Brescia University College Beryl Ivey Library [Computer and Internet Acceptable Use Policy](#) governs access to the all the hardware and software available in the Library including (but not limited to) desktop computers, laptops, productivity software, the Internet, various electronic database products accessible via the Western Libraries' website, as well as databases available within Western Libraries and Affiliate Libraries. As a user of these products you are responsible for reading and understanding this document in conjunction with [The Western University Information Technology Services Appropriate Use of Computing and Network Facilities Policy](#), and the [Beryl Ivey Library Access Policy](#). Failure to use the Internet or electronic database products as outlined below may result in Library privileges being revoked and/or disciplinary procedures, including temporary or permanent loss of access privileges, and/or legal sanctions.

Library desktop computers and laptops are made available on a priority basis to Brescia University College faculty, staff, and students for university research and instruction. Use of these resources by unaffiliated users is permissible if not in conflict with priority uses.

All users are subject to the following:

1. The Internet must not be used to access or transmit material that violates any law or regulation of copyright, privacy, or decency.
2. The Internet is to be used only for educational and not for commercial purposes.
3. Tampering with computer hardware or software is prohibited.
4. The Beryl Ivey Library reserves the right to grant priority to primary users engaged in academic computing activities.
5. Users are asked to be sensitive to the needs of others and limit equipment use during times of heavy demand. The Library may take additional steps to regulate computer use, such as setting time limits.
6. The use of laptops and other personal computing devices is permitted in the Library. Users may connect personal equipment only to the wireless network, or to ports designated for such use. Users may not unplug any Library equipment or cables for any reason. Use of personal equipment, such as extension, adaptor, or power cords must not pose a safety hazard for others.
7. Users cannot attempt to bypass computer security facilities, discover passwords, make unauthorized connections or break into or affect the performance of any other computer system on local or world-wide networks.

Disclaimer

The Beryl Ivey Library does not in any way take responsibility for the content, accuracy or timeliness of information found on the Internet. Users access the library computer hardware, software and documentation at their own risk. The Library is not responsible for equipment malfunction, loss of data,

any damages to the user's disks, data, etc., or electronic transactions of any type which are related to the use of library computer resources.

Access to Electronic Resources/Online Databases

Electronic databases for which Western & Affiliate Libraries or other units within the University (Brescia University College Beryl Ivey Library) pay subscription fees are generally restricted to immediate members of the University community. Licensing constraints applied by the vendors typically limit access to currently employed faculty and staff and currently enrolled students, and use of the databases is intended for academic purposes exclusively. Economic constraints or vendor requirements may limit the use of some databases to students and faculty in a particular academic department or professional discipline. Access is also not permitted to non-University users accessing Western Libraries remotely.

For further information on access to library materials and resources please see the [Beryl Ivey Library Access Policy](#).

Saving and Retrieving Digital Data

Patrons may temporarily save digital data on Brescia on library desktop computers or laptops. Access to a drive is available to all patrons with a valid Western computer ID. Files saved to the library desktop computers and laptops are periodically removed by ITS staff during regular maintenance. Patrons who save digital data to the library desktop computers or laptops do so at their own risk. Data may be lost due to manipulation by other patrons, regular computer maintenance and user error. The library is not responsible for the loss or misuse of any information that is saved on library hardware.

Patrons are encouraged to save all digital data at regular intervals and to back-up data using more than one device, e.g. email, removable storage, etc. Loss of digital data due to device malfunction, manipulation by other patrons or user error is in no way the responsibility of the library.