

## **Jenkins Law Library Computer and Network Use Policy\***

All users of Jenkins' public access terminals are required to use the resources in a responsible manner for law related research and information purposes. Jenkins Law Library reserves the right to revoke all Library privileges for those users who violate this computer network policy.

It is unacceptable to use the library's computers, network, and/or internet access (including WiFi) in any of the following ways:

- For any purpose that violates applicable U.S., state or local laws and regulations.
- For downloading or printing files and other resources that violate applicable copyright laws and licensing agreements.
- For downloading software, executable files, databases and similar "live" technology to library computer, external or network disk drives.
- In a manner that disrupts or interferes with Jenkins' network services or other library computer users. This includes but is not limited to: harassment of others and displaying or printing text or graphics that may reasonably be construed as offensive to others. Laptop users must mute volume or use headphones.
- In a manner that may cause damage to the computers or other library technology.

Documents will be printed to the network printer located at the desk at the front of the library. The cost of printing for the Public Access workstations is \$.25 per page.

**IMPORTANT NOTICE: FILES LEFT ON THE COMPUTER AND NETWORK DRIVES WILL BE DELETED AT SIGN OFF.**

**Note: Public Access Terminals will be shut down 5 minutes before closing.**

### **Word Processing**

- Word processing terminals are for word processing only. Documents will be printed to the network printer located at the desk at the front of the library. The cost of printing for the Word Processing workstations is \$.10 per page.

**IMPORTANT NOTICE: FILES LEFT ON THE COMPUTER AND NETWORK DRIVES WILL BE DELETED AT SIGN OFF.**

**Note: Word Processing Terminals will be shut down 15 minutes before closing.**

### **Support**

- We do not offer technical support for word processing, excel, email or Internet websites not affiliated with Jenkins Law Library.

### **Copyright**

U.S. Copyright law (Title 17, U.S.C.) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by principles of fair use. Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder.

## **Limitations on Use**

- Due to the limited number of public access terminals, the Library reserves the right to periodically set limits on the use of these computers in order to ensure equitable access to electronic resources.
- Nonmembers of the Jenkins Law Library are limited to one hour of computer network use per day.
- The Library reserves the right to regularly delete files from computer and network disk drives.
- Library computers may not be used to access chat or instant messaging. Users may check or send e-mail on an existing remote account.

## **Disclaimers**

- The Library does not guarantee the accuracy, completeness, or timeliness of information obtained through the internet. Verifying the accuracy of information is the responsibility of the originator or producer, and assessing accuracy and timeliness of information is the responsibility of the user.
- Internet resources may contain material of a controversial nature. Selection policies governing the Library's acquisition of library materials are not applicable to general internet access. The Library does not endorse any viewpoint represented on the internet. The Library does not attempt to control access to or content of materials available on the internet and cannot protect users from offensive information, except as specifically stated in this policy.
- The Library assumes no responsibility for any damages, direct or indirect, arising from use of its computers, network facilities, or Internet access.

## **Privacy**

- Jenkins does not keep records of the research that individual users conduct on our workstations and website, nor do we disclose the nature or pattern of research that users conduct to third parties (read fourth \* below). While it is unlikely, it is possible, however, for someone to intercept the transfer of information from our computers to another computer, as no Internet transmission is fully secure.
- Jenkins does not release users contact information or research information to third parties without permission.
- In order to monitor the traffic patterns on our library workstations, software keeps records of the amount of time used on Lexis, Westlaw and the Internet so we can make informed decisions concerning in-house usage and the needs of our users when we negotiate Internet legal research subscriptions.
- There are a number of legal research tools and resources made available on our workstations and through the Jenkins Web site (i.e. HeinOnline, ProQuest Congressional, NewsBank, etc.). Jenkins does not speak for the privacy policies of these individual sites and resources. Users must refer to these organizations individually for information on their privacy policies.

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\* In order to use Jenkins' computers and other technology, users must agree to accept the Jenkins Law Library Computer Network Use Policy.