Title: Library Computing Policy
Division/Department: Lenoir-Rhyne University Libraries, Rudisill Library

Related Policy(ies):
- Appropriate Behavior Policy
- Lenoir Rhyne University 2016-2017 Catalog, Computer Use Policy
- The Cub: Lenoir-Rhyne University Student Handbook, Section 5 Special Campus Policies: Academic Computing

Purpose:
To set forth the expectations regarding computer use at Rudisill Library

Policy:
Rudisill Library reserves the right to restrict or deny computer access or library access to users who do not adhere to these policies.

As an educational support service of the University, Rudisill Library provides access to information in a variety of formats, including electronic, via public access computers in the library. The library provides computers for library patrons for the purposes of research, instruction, and to search library holdings. In order for patrons to utilize these computers most efficiently, all users must abide by these policies.

GENERAL COMPUTER USE POLICIES
All library patrons must use all computers in Rudisill Library in an ethical and legal manner consistent with all Lenoir-Rhyne University (LRU) policies. These policies are outlined in the LRU Catalog and The Cub and include, but are not limited to:
- attempting to circumvent network security
- deliberately displaying or printing sexually explicit pictures or text or accessing, downloading, printing, storing, forwarding, transmitting, or distributing obscene material.

All of the Library’s computers are set up with all necessary programs and equipment. Therefore, patrons may not make any changes to the settings or configurations on the computers, including:
- changing the default home page, screen saver and other setting.
- Installing software not approved for use by the University.

Patrons may use their own devices such as flash drives for downloading information from the computers. The library has flash drives available for check out.

Rudisill Library does not use any monitoring or filtering programs. For their protection, children who are younger than 18 are not allowed to use these computers, even if a supervising adult is with them. Rudisill Library is not responsible for the content of Internet material accessed by any persons in the library.

A patron may be asked to relinquish a computer at any time for any reason by library staff. The library may also restrict or prohibit access to its computers or other information systems if deemed appropriate.
PRINTING
Rudisill Library provides laser printers networked to all computers.

The library does not charge LRU students, faculty, and staff for printing. It does charge Community Patrons $0.05 cents per sheet, payable at the Circulation Desk upon completion of printing. All Community Patron print jobs print at the Circulation Desk.

All users should print in moderation.

COMMUNITY PATRON COMPUTER USE
As a courtesy rather than a right, Rudisill Library extends computer use privileges, for research or information-gathering purposes, to its Community Patrons, as described in policy RL 10, Library Services for Community Patrons. Use of the computer for gaming, entertainment, or for-profit purposes is not appropriate. Community Patrons may use the Community Patron computer on the first floor if not needed by an LRU student. To use these computers, Community Patrons must:
- be eligible for, apply for, and obtain a Rudisill Library Community Patron Card by completing the application process
- sign in at the Circulation Desk and present their ID Card. A library staff person will log Community Patrons on to the computer.
- log off the computer and sign out at the Circulation Desk when finished
- log off when asked by Library personnel when an LRU student needs the computer
- pay for any printing done on the library computer

Library staff may ask a Community Patron to relinquish a computer at any time for any reason.

STUDENT/FACULTY/STAFF USE OF LIBRARY COMPUTERS
The Library provides computers on its first floor and two on its second floor for student, faculty, and staff use. The library houses two computer labs on the second floor that are maintained by the LRU Office of Information Technology.

Students, faculty, and staff should log in and log out of these computers with each use.

Students, faculty, or staff accessing audio or video programs should make every effort to ensure that the sound volume is low and does not disturb other computer users, in accordance to policy RL 01, Appropriate Behavior Policy. The use of headphones is encouraged; these are available for check out from the Circulation Desk.

USE OF PERSONAL ELECTRONIC DEVICES IN THE LIBRARY
Patrons may bring and use their personal electronic devices in the Library. The Library facility has wireless capability. All patrons must use the campus network and wireless connections in an ethical and legal manner consistent with all LRU policies, as stated earlier.

When accessing audio or video programs on personal devices, patrons should make every effort to ensure that the sound volume is low and does not disturb other computer users, in accordance to policy RL 01, Appropriate Behavior Policy. The use of headphones is encouraged; these are available for check out from the Circulation Desk.
LAPTOP LENDING
The library has laptop computers that are available for use within the Library by LRU students, faculty, and staff. Those patrons may check out the laptops at the Circulation Desk for use in the library only.

Procedure Required to Implement Policy
As outlined in the Policy section

Name and Title of Policy Author
Rita Dursi Johnson, Dean of University Library Services

Listing of Affected Individuals (as needed)

Reviewed by/Concurrence from
Larry M. Hall, University Provost

Signature of the Individual(s) Approving the Policy

________________________________________________________________________
Approved By (signature) Approval Date

________________________________________________________________________
Approved By (signature) Approval Date

Developed/Revised or Reviewed
August 2012 / July 2017