Effective Date:	January 18, 2007	**Originating Office** : Library Administration Office	
Supersedes / Amends Policy dated: February 5, 2004		**Policy Number:**	G-13

PREAMBLE

The computing and network facilities of the University are made available to its students, faculty and staff for the purpose of advancing the academic goals of learning, teaching and research, and for assisting in administrative operations which support these goals.

The Library's computing facilities include open-area computer workstations, the wireless laptop service, and computer-equipped classrooms. This policy applies to all facilities.

It is recognized that an increasing number of resources acquired as part of the library collections are in electronic format. The Library strives to maintain reasonable access to these resources.

The purpose of this policy is:

1. to ensure that priority of use of computer facilities is given to Concordia students, faculty and staff;

2. to define appropriate use of computer facilities;

3. to ensure that the Library complies with the contracts signed with publishers of electronic information.

DEFINITIONS

Categories of Users:

Concordia University Community (Primary Users)

The Concordia University community includes all students, faculty, and administrative and support staff of the University, whether permanently affiliated or on a temporary assignment, who hold a valid Concordia University I.D. card.

Extramural Users (Secondary Users)

Extramural users are alumni and persons from outside the Concordia University community who wish to borrow items from the Concordia University Library collection in accordance with the Extramural Users Loans Policy PR-11.

Policy on Use of Libraries Computer Facilities

POLICY

1. The Library computer facilities are to be used for the pursuit of academic goals.

2. The Library does not censor use of the Library computer facilities.

3. The Library reserves the right to limit access to its computer facilities.

4. Use of the computer facilities for commercial purposes is forbidden.

5. Users of the Library computer facilities must abide by the Concordia Policy on Computing Facilities , VRS-30.

6. Users of the Library computer facilities must abide by the Libraries Code of Conduct.

7. Registered library users have access to the Library computer facilities. Concordia students, faculty and staff must obtain a MyConcordia NetName in order to use the facilities. Library users holding a Library Privilege card must apply for a guest account in order to use the computer facilities.

8. Any persons may request authorization, from the Head, Government Information Services, to use the computer facilities to access electronic Canadian federal government information.

9. All users of the Library computer facilities must be prepared to identify themselves at all times.

10. All users of the Library computer facilities are responsible for the operations performed under their respective NetName or guest account. NetName and guest account privileges are non-transferable.

11. Concordia students, faculty and staff have priority of use over other categories of users.

12. Guest accounts are valid only on the day issued, and may be used only during posted hours. Any one user can receive only one guest account per day.

13. Licensing agreements on access to specific databases may further restrict access according to the number and category of users.

14. Users must agree to all terms for use of proprietary software and information accessed through the Library computer facilities. Use must be in compliance with the Copyright Act of Canada.

15. Users must not alter configurations on the computer hard drives, nor in any way endanger the proper functioning of the computers and the network.

Sanctions

Failure to abide by this policy may result in suspension of Library privileges, along with other sanctions as provided by University policy.

Questions, Comments or Complaints

Questions, comments or complaints about this policy or its application should be addressed to the Library Administration office:

by email:

libraryadmin@lists.concordia.ca

or by mail to:

University Librarian
Library Administration Office
Concordia University, Webster Library
1455 de Maisonneuve Blvd. West
Room LB 209
Montreal, Qc
H3G 1M8

Related Policy

VRS-30 Policy on Computing Facilities