

ACU Library Computer Use Policy

The ACU Library provides an open computer lab, cubicles with computers, Wi-Fi (wireless Internet access), a multifunction copier for printing and scanning, a BookScan Station for scanning, and places where patrons can plug in their mobile devices. These resources are primarily for facilitating research and study by current ACU students, faculty, and staff. Other patrons may use some of these resources in accordance with the ACU Library Visitor Policy.

The following are some examples of *appropriate* uses of library computer resources:

- Accessing the ACU Library Catalog to find books
- Searching ACU Library databases or the Internet for eBooks, articles, and other online resources for an educational project
- Writing papers in Microsoft Word or Google Docs
- Accessing Populi, Canvas, email, or websites to accomplish ACU-related tasks
- Communicating with ACU students, faculty, or staff
- Printing small jobs (generally <25 pages) for an ACU class
- Pursuing employment opportunities

The following are some examples of *inappropriate* uses of library computer resources:

- Watching videos for entertainment, including sports
- Spending extensive time on social media
- Playing online games
- Printing excessively or for non-ACU-related purposes
- Conducting personal business

Patrons engaging in such activities may be asked to vacate the computer or the library, especially in times of high demand.

Patrons must not use library computer resources to harm others, to view or display obscene content, to perform illegal activities, to hack, or to modify ACU hardware, software, or systems. Patrons must leave computer workstations as they are and not move them or unplug their components. Patrons engaging in such banned activities will be reported to ACU Campus Safety, IT staff, or administration, with possible involvement from law enforcement.

The ACU IT department and the ACU Library reserve the right to monitor the use of library computer resources, including Internet activity. Patrons should not assume privacy.

Patrons should take efforts to protect their work. Library computers delete all files and histories when they log off or restart. Therefore, patrons should save files to a flash drive or to a cloud drive (Google Drive, Dropbox, etc.) or email files to themselves. Patrons should not leave computers unattended for more than a couple minutes. Patrons should log off library computers when they are done.

Library staff can assist with basic technology questions related to ACU devices and common applications. Library staff cannot modify personal devices for patrons or give extensive tutorials on their use. Current ACU students should ask for help with printing problems and delays instead of resubmitting print jobs or tampering with the copier.

Printing is restricted to current ACU students (as is copying). Only black-and-white printing is available. Print jobs should be ACU-related, generally less than 25 pages in length, and not excessive in the number of copies. ACU students should take care to avoid waste and to conserve paper and toner. Library staff can help with setting up double-sided printing, printing multiple slides per page, and printing specific pages instead of entire documents.

Patrons may use the copier or the BookScan Station to scan items to PDF or other digital formats to be emailed. Library staff will enter the code for scanning on the copier. Scanning projects must be in compliance with copyright law and fair use guidelines.