	<b>MEDICAL CENTER LIBRARIES AND TECHNOLOGIES</b>	APPROVED BY: SR. LEADERSHIP TEAM IN CONSULTATION WITH OFFICE OF COUNSEL
	SECTION: Policies	DATE: MARCH 12, 2008
	Guidelines for the Acceptable Use of the Medical Libraries Facilities and Resources (User Conduct)	PAGE: 1 of 4

**Medical Center Libraries and Technologies Mission Statement**  
 Provide the University of Rochester Medical Center and the greater Rochester community with resources, expertise, and an inviting space to support health, discovery, teaching, and learning.

**1.0 Purpose**

The University of Rochester is an independent, private university. Its facilities, including those of Medical Center Libraries and Technologies (MCL&T), have the primary purpose of supporting the University’s and the Medical Center’s missions – caring, discovery, teaching, learning, and community outreach. The University and MCL&T also seek to serve the nation and the world whenever and wherever possible. As a condition for use of the MCL&T facilities and resources, all users have the responsibility to do so in an effective, efficient, ethical, and legal manner. MCL&T reserves the right to deny the privilege of using its resources to any person who, in the sole judgment of MCL&T staff, acts in violation of this policy.

**2.0 Scope**

This policy applies to the use of all MCL&T resources, real and virtual, including those located at:


- Edward G. Miner Library (Medical Center),
- Basil G. Bibby Library (Eastman Dental Center),
- Williams Health Sciences Library (Highland Hospital),
- Student labs and work areas containing computing resources operated and maintained by MCL&T.

Users include but are not limited to, faculty, visiting faculty, staff, students, community members, patients and their families, vendors, and consultants. Children are welcome, when accompanied by parent, guardian, or other responsible adult.

**3.0 Authorized Activities**

MCL&T expects that library users and staff will:

- Treat each other with respect and consideration.
- Respect personal, intellectual, and University property.
- Feel safe as they work and study.
- Promote and protect every individual’s right to find information, read, study and learn.

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- Comply with requests made by library staff.
- Act in a manner consistent with these guidelines and other library policies.

### 3.1 Recreational/Personal Use of Computers

Recreational use of computing facilities, including computer games and social network communication, is permitted as long as other computing resources are available to meet immediate instructional, research, patient care, or administrative needs. If no other computers are available, anyone using a computer for recreational purposes may be asked to relinquish his/her station and must promptly do so when asked.


### 4. Unauthorized Activities

Library users must refrain from behaviors that:

- Threaten personal safety, personal property, or University property.
- Disrupt the activities of other library users or staff, including:
  - Excessive noise from socializing, cell phone activity, music, or other activities.
  - Hostile, rude, and other inappropriate forms of public behavior.
  - Excessive or inappropriate use of resources such as books, journals, seating space, study rooms, or computers.

Computer and networking resources may **not** be used:

- To disseminate commercial or personal advertisements, solicitations, promotions, destructive programs, or political materials.
- To transmit, view, or download violent, or sexually explicit content except as may be necessary and appropriate for legitimate medical, scholarly, or forensic purposes.
- For commercial gain, mass e-mailing, posting of chain letters, or misrepresenting oneself electronically as another user.
- To violate any applicable software or product licensing agreements, or any other intellectual property laws or policies.
- To distribute or propagate malicious software (for example, viruses, password cracking programs, etc.).
- To violate any applicable state or federal law or regulation. (A non-exhaustive list of examples is below.)

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**Examples of Illegal Uses as Defined by Federal and State Statute**

- Viewing, downloading, distributing or possessing child pornography
- Distributing any type of pornography to minors
- Looking for or exploiting security flaws to gain system access or data access (“hacking”)
- Making more copies of software than allowed by license
- Downloading, distributing, or using pirated software
- Vandalizing systems
- Sending forged e-mails
- Attempting to access another person’s password or data without permission

MCL&T is not responsible for unlawful use of its resources or the Web by a user. MCL&T also makes no warranties, express or implied, that its resources will function or remain available and uninterrupted, are merchantable or fit for a particular purpose, or will be free of defect, virus, worm, time bomb, logic bomb, or other similar computer program. Users accept MCL&T resources as is and MCL&T is not responsible for any damages, including indirect, special or consequential damages, incurred by users arising out of use of MCL&T resources.


Responsibility for Internet usage through MCL&T computing and information technology resources by individuals under the age of eighteen, not officially enrolled in a University academic program, shall be with that individual’s parent or guardian.

Violations of this policy may result in civil or criminal liability, temporary or permanent restriction or revocation of the right to be on University property or use MCL&T resources, and, for University employees, residents, faculty and students, disciplinary action up to and including separation from the University.

Users must cooperate fully in any investigations of potential violations of this policy.

**4.1 Harassment**

Using computers or networks to harass, abuse, or intimidate another person is prohibited.

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Depending on the circumstances, the following types of behavior may constitute Sexual Harassment, per Section IV. C. of the University of Rochester’s policy against discrimination and harassment:

- Unwanted display of sexually demeaning objects, pictures or cartoons in areas visible to other members of the University community.

Further, Section III, “Policy Enforcement,” states:

“All members of the University community...and all visitors to University facilities and property...must comply with this Policy Against Discrimination and Harassment while on University premises or at University events.”

**5.0 Enforcement**

Maintaining a safe, welcoming, and supportive environment is a shared responsibility. All MCL&T staff are expected to play a pro-active role in upholding this standard. Even so, library patrons may observe inappropriate behaviors before such behaviors are observed by staff. Therefore, library patrons are asked to report sexual harassment, pornography, or any other perceived or actual misuse of resources to the nearest public service desk or the Library Administrative Office.

Persons whose conduct violates the guidelines shall be asked to modify their conduct or leave the library. If they persist in inappropriate behavior or refuse to leave, MCL&T staff will summon University of Rochester Public Safety.

Consequently, MCL&T may, at its discretion, limit or refuse access by individuals or groups whose behavior fails to comply with these guidelines.

References

UR Policy #106: “Policy Against Discrimination and Harassment”

History

- 11/07      Approved by MCL&T Senior Leadership Team
- 03/08      Approved (with modifications) by Office of Counsel
- 10/14      Reviewed by MCL&T Senior Leadership Team