



Guidelines for the Acceptable Use of the Medical Libraries Facilities and Resources (User Conduct)

(CONDENSED VERSION)

Who is affected by this policy?

Anyone who uses library facilities must do so responsibly, and in an ethical and legal manner. Library users include faculty, visiting faculty, staff, students, community members, patients and their families, vendors, and consultants. Children are welcome, too, when accompanied by parent, guardian, or other responsible adult.

Does the library allow recreational use of its computers?

Yes. Computer games and social networking are 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 by library staff to relinquish his/her station and must promptly do so when asked.

What is not allowed?

Anything that:

- Threatens personal safety, personal property, or University property.
- Disrupts the activities of other library users or staff, including (but not limited to):
 - 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.

In addition, computer and networking resources may **not** be used:

- To distribute 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.
- In a manner that violates 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.

What should I do if I see someone whom I think is misusing library resources?

Library users are asked to report sexual harassment, pornography, or any other perceived or actual misuse of resources to the nearest public service desk or to library administration.

How is this policy enforced?

Library staff are authorized to deny the privilege of using library resources to any person who acts in violation of this policy. 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, library staff will summon University of Rochester Public Safety officers.

*The complete version of this, and other library policies, is available on the "About" page of the Edward G. Miner Library
web site: www.urmc.edu/miner/about/*