

LOYOLA MARYMOUNT UNIVERSITY  
WILLIAM H. HANNON LIBRARY POLICIES AND PROCEDURES

DIVISION: Academic Affairs/William H. Hannon Library	
SUBJECT: Internet Workstation Use Policy	Page 1 of 2
Policy Number:	Supersedes: N/A
Effective Date: August 1, 2009	Previously Issued: N/A

**1. Statement of Policy:**

- 1.1. This policy is intended to establish parameters for the use of internet workstations in the library.
- 1.2. This policy is not intended to establish parameters for the use of the wireless network in the library. For more information about wireless access and use on campus, including in the library, see Information Technology Service's [Wireless Access](#) page and the [Acceptable Use of Information Technology Resources Policy](#).

**2. Definitions**

- 2.1. Internet workstations are any computer workstations in the library which are connected to the internet. Most workstations are located in the Information Commons but short-term use internet workstations are available on all three floors of the library.

**3. Policies/Procedures:**

- 3.1. This policy has been written in compliance with LMU's Information and Technology Services [Acceptable Use of Information Technology Resources Policy](#).
- 3.2. The library operates under the [American Library Association's Bill of Rights](#) and respects user privacy when using Internet workstations. For more information on library user privacy protections, see the library's [privacy policy](#).
- 3.3. The library is responsible for neither the information users find on internet workstations nor the accuracy of that information.
- 3.4. The library is not responsible for any material on the internet that users may encounter that may be considered offensive.
- 3.5. The parents of minors are responsible for their children's access to the internet.
- 3.6. The library prohibits the use of personal software on internet workstations.

3.7. The library prohibits the violation of copyright or software licenses while using internet workstations.

3.8. The library prohibits any attempt to tamper with or violate system security, either on the workstation or through the use of the internet. Persons doing so will be barred from further use of library workstations.

3.9. Illegal activity is prohibited on internet workstations.

3.10. Misrepresenting oneself on the internet while using workstations is prohibited.

Last reviewed by:	Date:
Approved by:	Date:
Notes:	