

VanderCook Library Computer Use Policy

Version 1.1 / RD (dated 3-1-2012)
Version 1.2 / RD (updated 3-1-2012)
Version 1.3 / RD (updated 4-11-2012)
Version 1.4 / RD (updated 12-10-2021)

The Ruppel Library at VanderCook College of Music supports the College's mission of teaching and research, and remind Library users that the computers of the college Library are made available to support these academic functions. The following policy applies to the use of computing equipment within the Library and supplements the VanderCook Student Handbook.

The computers in the Library are available to VanderCook College students, faculty, and staff on a first come, first served basis. There are no time limits on computer use, and there is no advance reservation policy. When there is a wait for computers, however, anyone who is using a computer for recreational or social purposes (web surfing, games, Facebook, etc.) may be asked to relinquish the computer.

Priority in Use of Computing Work Stations

1. On Library computers, priority shall be given to users engaged in activities directly related to the College's mission (e.g., completing course assignments or engaging in research). Use of the Library's computing resources for academic pursuits takes precedence over non-academic use.
2. Use of the Library computer workstations for non-academic work is not permitted when others are waiting to use the equipment. Therefore, you are asked to comply should the staff of the Library may ask you to limit or curtail non-academic usage during peak hours or periods of heavy demand.

Additional Guidelines for Appropriate Use of Computers in the Library

3. Users must bring their own means to save information (USB drive, etc.) or save to an online service such as student email accounts or "cloud" file services. Do not leave your files on Library computers after your session is finished - personal files will be deleted from college computers on a regular basis.
4. Users must wear headphones for private listening to online or local audio and/or video materials. Internal Library computer speakers may not be used for extended audio playback.
5. Anyone gone from a computer for more than 10 minutes may lose their station if others are waiting.
6. Unattended belongings are not the responsibility of the Library.
7. Library users are expected to respect copyright and intellectual property rights.

8. We encourage the use of laptops and portable computing devices. These devices can connect to the VanderCook wireless network – contact VanderCook IT for details.
9. The Library does not monitor or control Internet content and cannot be held accountable for any information accessed through the Internet. Staff do not censor access or protect users from information that they may find offensive. However, users are expected to be aware of applicable college regulations governing display of sexually suggestive materials in the workplace as well as in public areas of the Library.
10. The library adheres to the **ALA Library Bill of Rights** which can be viewed at <https://www.ala.org/advocacy/intfreedom/librarybill/> (accessed 12-10-2021)