

I. GUIDELINES FOR COMPUTER/INTERNET USE:

- A. Computers are available for use during regular library hours. They may be reserved for up to one hour per day, and can be reserved up to seven days in advance. Failure to be on time may result in cancellation of the reservation.
- B. Information/search results may be saved to a user-provided, formatted disk. Although the Norma Wood Library runs anti-viral software on all library computers, it does not guarantee protection against a computer virus.
- C. Black and white copies are 5 pages free, and .10 per page thereafter. Color copies are .10 per page (no free copies).
- D. Library staff will provide basic assistance with various software applications and the use of online resources.
- E. Library workstations are to be primarily used for activities related to the educational mission of Arkansas State University Mountain Home. Students, faculty and staff have first priority over community users. Faculty, staff, or students doing research or using productivity tools have priority over those who are using the PCs for entertainment purposes. Community users will be allowed usage during periods of non-peak student use as determined by the library staff.
- F. The use of email at library workstations should be related to library research and class assignments.
- G. Using any information acquired through the Internet is understood to be at the patron's own risk.
- H. Library patrons are expected to abide by the generally accepted rules of network etiquette: be courteous, use appropriate language, and respect the privacy of others.

II. UNACCEPTABLE USE INCLUDES, BUT IS NOT LIMITED TO:

- A. Using any library computer to hack the library system or any other system's computer that can be accessed online.
- B. Engaging in chat.
- C. Using a library workstation to display images or play sounds that could create an atmosphere of harassment for others.
- D. Breaching the terms and conditions of a software licensing agreement.
- E. Transmitting over the Internet or storing on library computers any material the use or possession of which violates federal or state statute or regulation. This includes, but is not limited to, any material judged to be threatening or obscene. Messages relating to or in support of illegal activities may be reported to the authorities.

Failure to abide by the above guidelines may result in loss of computer privileges and/or disciplinary action.

III. USE OF THE MULTIMEDIA LAB

- A. The room's primary purpose is for individual and group multimedia projects.
- B. The room can be used by ASUMH faculty, staff and students for course-related work only.

- C. The room can be used during regular library hours as long as it is not reserved by someone else.
- D. The room can be reserved using the reserve book kept behind the circulation desk.
- E. A reserve overrides a walk-in who did not make prior arrangements.

IV. AN INTERNET ADVISORY FOR PARENTS

Use of the Internet presents both the Norma Wood Library and parents with some important issues to consider. This advisory will help you and the library make responsible provisions for such service. When the Internet was first designed, it was done in such a way that it had no centralized communications system. This made it less vulnerable to destruction by intercontinental missiles. Neither was there a single authority governing its operations nor was there anything that could be considered a central headquarters that exercised control over the Internet's activities. Today the Internet is being used to conduct business, educate children, transfer email between people from all walks of life, and much more. The Internet also carries a wide range of textual material and images that some may find offensive. This same decentralized system that was built to withstand nuclear attack has also made it technically impossible to limit what takes place on the Internet today -- to "censor" what some people may deem objectionable. Children being on the Internet presents a special problem in this regard, but it is no different than what has existed in the world of books and telephones for years. When a child goes to the public library or local bookstore, who controls what he/she reads? Who teaches a child what to say when they take a phone call and are asked if they are home alone? In cyberspace, just as in libraries and bookstores, parents have the right to control the flow of information to their children and only their children. If children are on the Internet long enough, they'll eventually be exposed to materials or conversations that are questionable. Teach them in advance how to respond to these situations that might arise.