



Policy: 01-51-00

Karl E. Mundt Electronic Information Policy

OFFICE OF RECORD: Karl E. Mundt Library

ISSUED BY: Director of Library

APPROVED BY: *Douglas Knowlton, Pres*

01-51-00

EFFECTIVE DATE: 5/31/00 (Revised 12/16/10)

Policy

1. Introduction

1.1. The Karl E. Mundt Library & Learning Commons Mission statement:

The University Library exists as an archive of accumulated knowledge, a gateway to scholarship, and a catalyst for the discovery and advancement of new ideas. In fulfilling its obligation to provide knowledge to the University and the scholarly community at large, the University Library collects, organizes, and provides access to recorded knowledge in all formats. The Library Faculty initiates discussions and proposes creative solutions to the information challenges facing the University and the scholarly community. The University Library's faculty and staff actively participate in providing quality services, access, instruction, and management of scholarly information.

1.2. The primary purpose of this policy is to detail the rights and responsibilities of consumers of electronic information in the Library.

1.3. Given the rapid rate of change within the field of electronic information, this document must be regarded as a work in progress. Revision will not only be necessary but desirable.

Procedures

2. Underlying Principles

2.1. The principles of academic freedom apply in full to the electronic communications and information environment.

2.2. The DSU Mundt Library's Electronic Information Policy is part of the University's overall policy structure and should be interpreted in conjunction with other existing policies. Use of the Library's computing and networking services is governed by the policy statement provided in this document, other relevant University policies, and all applicable laws. Individuals using these services should be particularly aware of the policies which apply to discrimination, harassment and equal opportunity and those which apply to the appropriate use of university resources. These and other policies can be found in major University policy documents, including: DSU Policies and Procedures Manual, DSU Faculty / Staff Handbook and the DSU Student Handbook.

2.3. The conventions of courtesy and etiquette which govern vocal and written communications shall extend to electronic communications as well.

2.4. The use of computing and network services provided by the Library shall be subject to all State and Federal laws. Anyone caught tampering with software or intentionally trying to deface the software, as well as hardware, would be held responsible for the damages.

2.5. The DSU Mundt Library has developed certain procedures to assist patrons in the use of electronic information resources. These procedures are based on the following principles:

2.5.1. Library workstations are to be used for course-related activity, scholarly research, and other activities directly related to the educational, research and public service mission of the University.

2.5.2. Use of library workstations to access electronic services offered by the Library takes precedence over other activities.

2.5.3. Software installed by patrons for personal use should be removed at the end of the session.

3. Definitions

3.1. Our primary patron base is the DSU community (faculty, students, and staff) but Library facilities are open to the public, even while some services are restricted. This policy recognizes that there is a larger user community that is defined by University policy, consortial agreements and contractual obligations.

3.2. For the purposes of this policy, electronic information is any electronic resource that is made available by the DSU Library or that is accessible through Library workstations.

3.3. A Library workstation is a workstation that is physically located in the DSU Mundt Library.

4. Content of Internet Resources

4.1. The DSU Mundt Library urges library patrons to be informed consumers and carefully evaluate information obtained via the Internet.

Library staff may be available to assist patrons in making judgments about the reliability or currency of certain types of Internet information sources, but may not be able to provide definitive analysis of particular sources due to the extremely large variety and volume of information available via the Internet.

4.2. Most resources available via the Internet and other electronic information networks are "global" rather than "local" resources. The DSU Mundt Library does not and can not control the information content available through global resources such as information obtained from outside sources via the Internet. Internet resources enhance and supplement resources that are available locally within the library. The following should be kept in mind when evaluating information obtained via the Internet:

4.2.1. Information obtained via the Internet may or may not be accurate and reliable and may or may not be obtained from a reliable source.

4.2.3. Links to information on the Internet may not always be valid, and particular information sites on the Internet may sometimes be unavailable and this unavailability often occurs unpredictably.

4.2.4. Certain information obtained via the Internet may be considered controversial by some library patrons.

5. The DSU Mundt Library **is not responsible for damages**, indirect or direct, arising from a library patron's use of electronic information resources.

6. Library Patron's Rights

6.1. Library patrons have the right to confidentiality and privacy in the use of electronic information to the extent possible, given certain constraints such as proximity of other patrons and staff in public settings, security weaknesses inherent in electronic communications, and the library's need to conduct periodic use studies.

6.2. Library patrons have the right of equitable access to electronic information networks in support of the educational, research, and public service mission of the University, subject to the constraints of equipment availability.

7. Library Patrons' Responsibilities

7.1. Library's electronic resources are distributed via the DSU campus network. Therefore, all use of library-provided network connections falls under the campus-wide policy of computing, network access and use. The DSU Mundt Library requires that library patrons using electronic information networks such as the Internet do so within the guidelines of acceptable and responsible use.

7.2. Acceptable and responsible use of Library computing and communications facilities and services requires that you:

7.2.1. Respect the legal protection provided by copyright and license to programs and data.

7.2.2. Respect the rights of others by complying with all University policies regarding intellectual property.

7.2.3. Respect the rights of others by complying with all University policies regarding sexual, racial and other forms of harassment, and by preserving the privacy of personal data to which you have access. Users shall take full responsibility for messages that they transmit through the Library's computers and network facilities.

7.2.4. Respect the privacy of others by not tampering with their files, passwords, or accounts, or representing others when messaging or conferencing.

7.2.5. Demonstrate common courtesy by not disrupting others or overusing system resources or equipment.

7.2.6. Use only computer IDs or accounts and communication facilities which you are duly authorized to use, and use them for the purposes for which they were intended.

7.2.7. Respect the integrity of computing systems and data; for example, by not intentionally developing programs or making use of already existing programs that harass other users, or infiltrate a computer or computing system, and/or damage or alter the software components of a computer or computing system, gain unauthorized access to other facilities accessible via the network

7.2.8. Use Library computing and communications facilities in a manner which is consistent with the ethical principles set forth by the University and with accepted community standards.

7.2.9. Respect and adhere to any State of South Dakota or Federal laws which may govern use of these computing and communication facilities.

8. Breach of Policy

8.1. Violations of any aspect of this policy may result in the temporary or permanent loss of privileges as determined by the DSU Code of Conduct Board. They are treated like any other ethical violation as outlined in University policy documents, including, but not limited to, DSU Policies and Procedures Manual, DSU Faculty / Staff Handbook and the DSU Student Handbook.

9. Rules of Use - Public Access Workstations

9.1. The following information will be posted at the publicly accessible workstations:

9.1.1. These workstations are to be used for research purposes only.

9.1.2. Absolutely NO personal email, chat rooms, or game playing.

9.1.3. Individuals not affiliated with Dakota State University may be limited to fifteen (15) minute use periods.

9.1.4. Individuals not affiliated with Dakota State University are asked to pay for their printing at the front desk at the posted price per page.

9.1.5. All children under 12 must be supervised by an adult.

Sign sample for public, not electronic classroom, workstations.

These workstations are to be used for research purposes only.

PLEASE

NO personal email, chat rooms, or game playing on these machines.

Individuals not affiliated with DSU may be limited to 15 minute use periods.

All children under 12 must be supervised by an adult.

Printing: Individuals not affiliated with DSU are asked to pay for their printing at the front desk at the posted price per page.