

Texas Woman's University

Library Policy Manual

Policy Name: **Appropriate Use of Materials and Equipment**

Last Library Review: **March 2020**

Next Library Review: **March 2021**

Purpose: To establish guidelines for the appropriate use of materials and equipment at Texas Woman's University Libraries. The TWU Libraries will adhere to the University's policy. However, additional guidelines specific to the TWU Libraries are also included in this Library policy.

The Texas Woman's University Libraries aspire to a high standard of digital citizenship for all of its members, thereby all members of the university and community agree to the following behavior with regard to the use of materials and equipment.

Note: Access, availability, usage, and occupancy limits may be changed in accordance with University guidelines regarding health and safety.

Policy:

1. Comply with all Federal, State of Texas and other applicable laws, regulations, contracts, (including university or third party), copyright, patents, trademarks, software license agreements, and University policies regarding electronic communications, protection of institutional data, and operation of information technology resources.
2. Use only those resources that have been authorized and use them only in the manner and to the extent authorized.
3. Sharing a password for access with unauthorized users is not permissible.
4. Non-TWU affiliated users may access electronic library resources from computer terminals in a campus library.
5. Non-TWU affiliated users do not have printing privileges but do have the ability to scan Documents.

Library Guidelines:

1. The licensed electronic resources made available by the University Libraries are for research, instruction and related activities for current TWU faculty, staff, students and other authorized users. Prohibited actions include installing and/or running unauthorized software and exploitation of licensed information. Library staff reserves the right to ask individuals to move to a less visible area of the library if offensive material is on their screen.
2. Priority for use of library materials and equipment is given to users whose activities are directly related to the research, education, and service mission of Texas Woman's University. In displaying images, sounds, or messages on library computers it is your responsibility to be respectful of other library users and to help the libraries create and maintain a scholarly environment.
3. Library staff and security guards may terminate computer sessions of individuals whose actions are inconsistent with this responsibility and may require the individuals to leave

the library.

4. By using technology in a library space (including personal technology such as personal phones, laptops, tablets, cameras, or wearable computing devices) or using a library-managed computer, the user agrees to follow all laws as well as applicable TWU policies.
5. In accordance with TWU Computer Use Policies, "Users may be held accountable for their conduct under any applicable University or campus policies, procedures, or collective bargaining agreements." Complaints alleging misuse of campus computing and network resources will be directed to those responsible for taking appropriate disciplinary action.

Review:

The Library's Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.