

COLLEGE OF ALAMEDA LIBRARY

Acceptable Library and Computer Use Guidelines

Student and public use of the Library facility as well as the Library's print and electronic resources is governed by the rules for student conduct found in the college catalog (page 32). In the library students and all patrons are expected to behave in a QUIET, disciplined and scholarly manner. Obstruction or disruption of teaching, research, and reference assistance by library faculty as well as administrative or any other college activities that take place in the library will not be tolerated.

Such disruption includes, but is not limited to, loud talking, running, fighting, as well as the use of CELL PHONES or other electronic devices. NO food or drink is allowed in the library (i.e., not near or on computer tables, study tables, or chairs).

Harassment of, or arguing with staff and Librarians in the performance of their duties, or harassment of other students using the Library, will not be permitted. Such harassment also includes, but is not limited to the display of materials, graphics, or web sites that may be reasonably interpreted as offensive.

The public access computers in the COA Library are available to students, faculty and staff only for education purposes and campus-related scholarly research. Recreational use of library computers, such as personal communication activities (e.g. CHAT, posting to BLOGS, websites), games, the downloading of images, EBAY, stock or financial transactions of any kind is prohibited. The Library reserves the right to restrict access to, and/or impose time limitations on, the use of the Library's computers. Open lab, campus wireless access, and the Cyber Cafe are provided for non-Library computer activities.

Violation of United States or California state law, including COPYRIGHT LAWS and software licensing agreements, is prohibited. Persons making any reproductions of Library materials while using library equipment are liable for any copyright law infringements.

Modification or destruction of the Library's property, including computer hardware, software, or data, including display and desktop configurations, is forbidden. This includes the downloading of ANY applications or programs. Access to the A, C, or D drive is unavailable, so USE OF COMPUTER, LASER, or FLOPPY DISKS is STRICTLY PROHIBITED. Unauthorized access to computing resources or accounts, or attempted evasion of system and network security measures, is prohibited.

Those violating these guidelines may be subject to campus disciplinary action.

Cooperation with librarians and staff in enforcing these rules is appreciated.