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## **College of San Mateo Library**

Member of the Peninsula Library System

### **COMPUTER/INTERNET USE POLICY**

The purpose of computer workstations in the College of San Mateo Library is to support the academic and instructional programs of CSM. Students directly working on course-related assignments and other library/research activities have first priority. **To this end we ask that you limit non-academic use of library computers to non-busy times.**

Everyone who uses a CSM Library computer is expected to adhere to the following guidelines:

1. Respect Library priorities and guidelines for use of computer workstations.
2. Comply with Library staff directives related to computers and related equipment.
3. Respect all computer & software copyrights and license agreements.
4. Respect the integrity of College & Library computing systems.
5. Respect the privacy of other computer users.
6. Users are not permitted to make changes to computer settings or configurations.
7. Users may not install software on Library computers or peripheral equipment.
8. Users may not download/upload, save, or otherwise transfer files to the C: Drive (Hard Drive).
9. Creating and/or displaying threatening, obscene, racist, sexist, or harassing material is strictly prohibited.
10. Broadcasting of unsolicited email messages (SPAM) or creating and distributing email for personal financial purposes or gain is prohibited.
11. Using College/Library computers for illegal activities may result in prosecution to the fullest extent of the law.

**Patrons who fail to comply with the guidelines stated in this policy may be asked to relinquish their computer and may be barred from using Library computers in the future.**

**All library users are expected to conduct themselves in a manner that is conducive to the maintenance of a quiet study atmosphere for others. Please be respectful and mindful of others.**

**Talking on cell phones not allowed in library.  
Please turn off cell phone ringer while visiting the library.**

**No food or drink allowed in library.  
(Water in a re-sealable container O.K.)**