Guidelines for Computer Use

The Rio Salado Library adheres to the MCCCD Computing Resource Standards. Library patrons are expected to use public computer resources in an effective, efficient, appropriate, ethical and legal manner in accordance with these standards.

**Conditions of Use**
The primary use of computers in the Library is to provide access to information and research for Rio Salado students and employees. First priority is given to students who are performing class-related assignments and research. Computer access is provided to community members who are 18 years of age or older, provided that there is an available computer. Community members may be asked to vacate if a computer is needed by a student.

**Access**
- Users are prohibited from any activity that violates local, state, or federal laws, including copyright laws.
- Users may not attempt to gain unauthorized access to the Rio Salado College network or computer systems, or to any other network or computer system.
- Users may not attempt to change or modify hardware or software configurations or install software on the Library’s workstations.
- Users may not attempt to damage computer equipment or software or cause degradation of system performance.

**Consideration for other Library Patrons**
- Users may not send, receive, or display inappropriate materials which would reasonably be defined as obscene and/or offensive to others. Library users performing scholarly research on subjects that may be offensive to nearby persons or that may violate these rules need to consult with Library staff before beginning such research.
- Headphones should be worn when accessing computer programs that have sound components in order to avoid disturbing other library users. Headphones are provided upon request at the Library Circulation Desk.
- When departing the library, users are expected to log out of the programs they are using and remove extraneous materials and papers before leaving the area.

**Printing and Downloading**
- Users may download or print pages or send information via email from the Internet and/or other computer resources.
- Printing is limited to 20 pages per day per user.
- Printed copies should be picked up from the Library Circulation Desk.
- Downloading to removable media or email is highly recommended owing to the 20-page printing limit.
- Rio Salado Course Packs may not be printed from Library computers.
- Any data saved to the hard drive, including World Wide Web bookmarks, will be deleted by the library staff.

**Personal Use**
- Personal or entertainment uses that are non-academic may be restricted depending on academic use demands.
- The Rio Salado Library computers may not be used to conduct commercial business activities.

**Compliance**
- Use of Library public computer resources signifies that the user understands this policy and will comply with it in all respects.
- Violations of these Conditions of Use may result in loss of Library use and/or computer access privileges. Serious violations will be handled in accordance with appropriate disciplinary codes, laws and regulations.
- In addition to the MCCCD Computing Resource Standards, the following Arizona Statutes are applicable to the above Conditions of Use:
  - ARS 13-2316 Damaging, destroying, or altering without authorization any computer or electronic equipment, software or data belonging to the Library, others persons or other organizations.
  - ARS 13-3501, 13-3506, 13-3508 Using the Library’s electronic information resources for the public display of explicit sexual materials, or to view, access, download or copy items that are obscene or “harmful to minors.”

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