Policy Title:	**Electronic Library Access and Use Policy**

1.   Policy Statement

The University of Niagara Falls (UNF) Library provides students, faculty, and staff with access to extensive digital collections in support of research and instructional needs. The Library is committed to ensuring fair, straightforward, and secure access to those collections and to the internet. All electronic access is provided with the understanding that it is the individual's responsibility to exercise good judgement and proper conduct during use.

2.   Purpose and Scope

The purpose of this policy is to provide guidelines for the ethical, legal, and responsible access and usage of any current or future electronic resources provided by the Library on the website or any other platform or service managed by the Library. This policy guides the use of any device managed by the Library.

3.   Related Legislation
- [Freedom of Information and Protection of Privacy Act](#)
- [Personal Information Protection and Electronic Documents Act](#)
- [Copyright Act](#)

4.   User Guidelines
Access to the Library's electronic resources, devices, and internet is limited to the UNF community, including students, faculty, and staff. Users will be required to provide their UNF credentials to gain access to some resources and platforms.
Users that access electronic resources provided by the Library are required to use them ethically, responsibly, and with respect to any applicable legislation. Examples of prohibited use include but are not limited to:
- Engaging in any act that endangers the integrity of the network or computer system
- Using Library computers for any illegal activity or to access illegal materials
- Copying or distributing any materials without the explicit permission of the copyright holder or otherwise violating copyright laws or licensing agreements

5.   Computer Use Guidelines
The Library has twenty workstations with computers available on a first-come first-served basis during the Library's opening hours. Computers use is limited to UNF community members and require UNF credentials to log in. In order to ensure fair and secure access, users must comply to the following:
- Users may not use a computer logged into an account other than their own
- There are no time limits for use of Library computers by a single user. However, Library staff reserves the right to limit use when necessary to provide fair access

- Computers are for pedagogical use only. The Library reserves the right to limit access in the case of inappropriate use
- Users may use removable media (i.e. USB storage) and cloud storage to access, edit, print, or attach documents. Documents saved on Library computers will not be retained
- Users may print from Library computers, and are responsible for all pages printed. Users are encouraged to use the Print Preview function to ensure the correct document and pages have been selected for printing.
- Users must seek staff assistance for any technical difficulties and will refrain from attempting to resolve issues themselves
- Users may not install software onto a Library computer without the authorization of the computer administrator. Users may not alter, block, circumvent, or uninstall existing software from a Library computer

6.   Confidentiality of Use

The Library will maintain user confidentiality in regards to computer usage. However, the Library reserves the right to monitor workstations should it become necessary in order to ensure the security of the UNF community and its spaces. Data regarding traffic levels will be collected. No data related to individual users will be collected.

Users will respect the privacy of others, and are prohibited from the unauthorized disclosure, use, or dissemination of the personal information of others. Users are encouraged to take reasonable precautions in order to protect their personal information

7.   Non-Compliance

Violation of this policy may result in the limitation of access to library resources and devices. In the event Library staff observes or learns of a violation, they are authorized to take immediate action by terminating the user's computer session and escalating the incident as necessary. Severe violations and unlawful acts will be addressed in accordance with the disciplinary measures outlined in UNF's Student Code of Conduct.

Users are encouraged to report suspected violations of this policy to Library staff. Reports will be kept completely confidential.

8.   Revision Process

This Electronic Library Access and Use Policy will be reviewed annually to ensure its effectiveness and alignment with UNF's goals and values.