

COMPUTER/INTERNET ACCEPTABLE USE

- ◆ Computer users must be sensitive to the public and academic nature of the facilities and take care not to display or transmit any sound, message or image that is offensive or harassing to other user. Embry-Riddle's policies on harassment apply equally to the behavior of the electronic community as they do to the other campus environments.
- ◆ Transmission or display of any material in violation of U.S. and/or State regulations is prohibited.
- ◆ Computer users must avoid wasting computing resources by excessive printing, sending chain letters, game playing or downloading files that are not related to one's educational or work objectives.
- ◆ Internet access through the resources of Embry-Riddle may not be used for commercial activities, product advertisement, or political lobbying. Downloaded material cannot be stored on library computers.
- ◆ The Library is not responsible for any loss or damage to user files or computer viruses that may be transferred to, or from, a user's disk or network account or personal laptop.
- ◆ The ERAU library offers only open and unfiltered access to the internet; the library does not use filters. ERAU endorses the ALA Intellectual Freedom Principles for Academic Libraries, adopted 2000 which states "Content filtering devices and content-based restrictions are a contradiction of the academic library mission to further research and learning through exposure to the broadest possible range of ideas and information. Such restrictions are a fundamental violation of intellectual freedom in academic libraries." Valuable educational information may not be accessible using filters. Filters restrict adult internet access. It is also recognized that filters do not prohibit linkage for "acceptable" sites to "offensive" sites.
- ◆ The library cannot act *in loco parentis*. Parents, and only parents, have the right and the responsibility to restrict the access for their children, and only their children, to library resources. Parents of minors are required to supervise their child's Internet sessions.

FOOD & DRINK

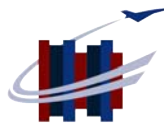
- ◆ In public use areas, beverages must be in spill proof containers with lids (i.e. screw caps, hard-shell insulated mugs with tops, no cups or open cans).
- ◆ Packaged snack food in wrappers is acceptable (candy bars, snacks).
- ◆ Open food must be eaten outside the building (i.e. ice cream, sandwiches, pizza, meals).
- ◆ As the Hazy Library is considered a landmark building serving the entire campus community, food and drink may be served in public areas at administrative functions, gatherings, and occasions.

Authority:

Misuse of the Hazy Library and Learning Center is a violation of the University Administrative Policies and Student Rights and Responsibilities.

Enforcement and consequences:

- ◆ Persons who commit or attempt offenses may be asked to leave the building or campus.
- ◆ Refusal to comply with these policies may result in restricted library privileges, disciplinary action, suspension or expulsion, prosecution and restitution.
- ◆ Violators may be accountable to University and civil authorities.



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Code of Conduct Computer-Internet Acceptable Use Facility Use Food & Drink Policy



EMBRY-RIDDLE
AERONAUTICAL UNIVERSITY
PRESCOTT, ARIZONA



The Christine & Steven F. Udvar-Hazy Library and Learning Center seeks to provide the University community with the best possible environment for research and study.

Users and staff of the Hazy Library and Learning Center can expect:

- ◆ A safe and healthy environment free from disruptive activity, harassment and intimidation.
- ◆ Access to library and media materials that are complete and unmarked and the ability to recall them as policies allow.
- ◆ Access to facilities and resources free from damage.

ERAU Code of Conduct requires that users of the Hazy Library and Learning Center:

- ◆ Be courteous to those working or studying around you so that you do not disturb or disrupt normal use of the library (i.e. rowdiness, noise, profanity, obscene gestures, harassment).
- ◆ Be courteous when using electronic devices that can be disruptive to others (i.e. cell phones, iPods, etc.)
- ◆ Handle library materials with respect and care; no defacing or breaking of materials, equipment, furniture or facilities in any way.
- ◆ Return materials at the end of the loan period or upon request for return of materials by the library.
- ◆ Pay the library the value of lost or damaged materials.
- ◆ Use all materials or property, that have not been checked out, in the library only.

- ◆ Children under the age of 18 must be accompanied by an adult at all times; the library cannot act *in loco parentis*.
- ◆ Refrain from using tobacco products, alcohol or drugs.
- ◆ Leave the building at closing and when requested to leave during emergency situations or drills.
- ◆ Refrain from bringing firearms, weapons, knives or guns into the building.
- ◆ Leave animals and pets outside. Pets may not be left unattended or tied to fixtures outside the building. Registered service animals are permitted.
- ◆ Wear shoes and shirts or appropriate attire (i.e. no roller skates/blades or skateboards).
- ◆ Adhere to copyright laws, including not systematically downloading, printing, or disseminating content from ERAU licensed electronic resources in violation of copyright laws.

Presentation, Collaboration, & Group Study Rooms:

- ◆ These rooms are available for use by ERAU affiliated groups for administrative meetings and educational purposes. Non-affiliated groups may use these rooms on a limited basis and are subject to campus rules and regulations.
- ◆ Students working on class-related group assignments have priority. Use by 2 or more individuals takes precedence over 1 person.
- ◆ Students may reserve a Collaboration or Group Study room on the sign up sheet on the door. The room may be scheduled 2 weeks in advance. The person signing up for the room will be responsible for the group behavior and cleanliness.
- ◆ The Library reserves the right to change a reservation which conflicts with Library sponsored programs.
- ◆ The room reservation will be held for the group for 5 minutes after the scheduled time. If the scheduled group does not show up, it will forfeit its use and another group will be allowed to use the room.
- ◆ The room must be vacated at the end of the scheduled time so that the next group can use it.
- ◆ Dry erase markers and erasers are available at the Multimedia Technology Desk.
- ◆ The Presentation Room is scheduled at the Multimedia Technology Desk or at 777-3815.

Research Instruction Room:

- ◆ The Research Instruction Room provides classroom space for information instruction lectures presented by librarians. Individual students may use it as a computer lab when no classes are scheduled.
- ◆ No courses will be scheduled in the room on a regular, recurring basis because library classes are scheduled at the request of the faculty throughout the semester.
- ◆ The room may be reserved by faculty on a class-period by class-period basis for instruction requiring library resources or for follow-up to library lectures.
- ◆ The Reference/Public Services Manager is responsible for scheduling the room.
- ◆ Contact Evelyn Harris at 777-6656.