



St. Philip's College

Learning Resource Center

Guidelines for the Appropriate and Responsible Use of Electronic Resources

The mission of the St. Philip's College Learning resource Center (LRC) is to provide information services and technologies that support teaching and learning at St. Philip's College by providing excellent staff, resources, instruction and services needed by our community of users.

In support of its mission, the LRC maintains electronic resources and workstations. Access to the Internet enables the LRC to enhance its existing collection to include ideas, information and commentary from around the world. In accessing this wealth of information, individual users take responsibility for complying with LRC appropriate use policies, Alamo Community College District policies, and local, state, and federal laws.

The LRC does not limit access to materials or protect users from materials they may find offensive.

The LRC does not accept responsibility for the content of sites accessible through the Internet, nor is it responsible for the content of sources accessed through secondary links.

GENERAL INFORMATION:

LRC computing resources are available, in order of priority, to members of the St. Philip's College family, current ACCD students, employees, administration and to community members. A special bank of computers is available for juvenile and recreational users.

Internet-based resources may be used for lawful purposes only. Violation of local, state or federal laws, such as those regarding pornography, copyright, theft, vandalism, violation of personal privacy, and unauthorized access to computing resources, may result in arrest and/or prosecution.

All users agree to refrain from conduct which produces an intimidating, hostile or offensive work or study environment. Policies of the ACCD board regarding sexual, racial, and other forms of harassment, as well as standards of conduct for ACCD students, staff and faculty are specified in the ACCD Student Handbook, Employee Handbook, and Faculty Handbook. Violation of ACCD Board policies may result in penalties under District regulations.

ACCESS

Each workstation is posted with a primary purpose. Although the workstations have multiple resources available, the primary purpose takes precedence over the secondary purpose. A user may be asked to move to a machine with the primary purpose of the program they are using if need be.

Other limits may be imposed to respond to increased demands for workstations.

Users may access their email or chat rooms from the specified LRC workstations. In most cases, though, this use is considered a secondary purpose.

Adding, deleting, or altering computer hardware/software or settings is prohibited.

All computers are turned off 30 minutes before the LRC closes.

PRINTING

Documents, files or email messages may be downloaded to a floppy disk for printing or viewing in the library or at a later time. To print in the library, the document must first be saved to a disk. Copies may be picked up at the Circulation Desk. There is a charge of 10 cents per page for printing in the library.

Users may bring in their own floppy disk, or USB storage device..

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Consequences of copyright infringement lie with the user; the LRC expressly disclaims any liability or responsibility for such use.

Those individuals who do not follow these standards of behavior may be denied use of LRC computer and network resources and/or required to leave the premises. Violators of these standards may also be subject to penalties under District regulations and under local, state, or federal laws.