
Policy Title:	Electronic Library Access and Use Policy		
Policy No:	6002		
Approval Body:	Academic Council	Revisions Approval Date:	December 16, 2016
Effective Date:	January 2017	Review date:	November 2019

Policy Statement

The UCW Library provides students, faculty, and staff electronic access to a plethora of information through several portals. All Internet resources accessible to users in the Library are provided with the understanding that it is the individual user's responsibility to demonstrate judgment, respect for others, and appropriate conduct while using Library resources and facilities. This policy allows those who administer the University's Electronic Library Access and Use Policy and electronic resources to do so as transparently as possible, while providing users with essential guidance on their rights and responsibilities.

Purpose

The University Canada West Library supports the instructional and research programs of the University. Toward this aim, the Library collects or provides access to materials in multiple formats, including electronic formats and the Internet. The Library abides by and upholds all reasonable and technically feasible standards of copyright and fair Internet and electronic access and use.

Scope

1. This policy applies to anyone using UCW electronic library and/or internet access.
2. This policy applies to all existing electronic formats and all future electronic formats.
3. UCW makes no guarantees regarding the accessibility, reliability, or security of electronic or internet resources.
4. This Policy covers all University-owned or -leased resources, whether individually controlled or shared, standalone or networked, and to all activities of individuals accessing University-owned resources from non-University-owned resources (e.g., personal computer, PDA, or other devices).
5. The Library provides Internet access without the expectation of training and support.
6. The Library only assumes responsibility for the information provided on its home page and supporting pages.
7. While the Internet offers access to many valuable sources of information, not all sources provide accurate, complete, and current information. Because of the size of the Internet, library personnel cannot apply the same selection criteria that is used for other library materials. Users should evaluate the validity of the sources providing the information.
8. Because the Internet is so dynamic, the library is not responsible for changes in content of sources to which it links, or for the content of sources accessed through secondary links.
9. Illegal acts involving the Library's Internet and electronic resources may be subject to prosecution by local, provincial, or federal authorities.
10. In consideration for the privilege of using the Library and for having access to the information contained in it, users release and hold harmless University Canada West, its officers, agents, employees, the University Canada West Library, its staff, volunteers, representatives, or advisors, from

any and all liability or responsibility for any and all claims of expenses arising either directly or indirectly from the use of the Library, whether or not caused, in whole or in part, by alleged negligence of the University, its officers, agents, servants, employees, volunteers, representatives, or advisors.

Related legislation

- [Freedom of Information and Protection of Privacy Act](#) (RSBC1996.c.165)
- Personal Information Protection and Electronic Documents Act (PIPEDA)
- Personal Information Protection Act (British Columbia) (PIPA)
- [Canada Revenue Agency](#)
- Degree Authorization Act
- Privacy Act
- Copyright Act
- Department of Defence Standards (DoD 5015.2)
- ISO 15489
- Canadian Criminal Code

Related policies

Policy Number	Policy Title
6750	UCW Records Management Policy
6001	Library Collection Development

Responsibility

University staff, faculty, and students are responsible for abiding by and upholding all reasonable and technically feasible standards of copyright and fair Internet and electronic access and use.

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Computer User Guidelines

Library users who access the electronic resources provided by the Library are responsible for using them in an ethical, legal, and considerate manner. Examples of prohibited usage include, but are not limited to:

- Circumventing filtering or blocking software, or other security measures, to access.
- Violating the integrity of the computer system or network by tampering with security, passwords, or structure of the system. This includes damaging and/or destroying computer hardware, software, or data.
- Using Internet computers for illegal activity or to access illegal materials. Illegal materials include, but are not limited to, obscenity and child pornography as defined in [Part V - Sexual Offences, Public Morals And Disorderly Conduct \[150. - 182.\]](#) of the Canadian Criminal Code.
- Access by minors to materials deemed “harmful to minors” is prohibited.
- Violating copyright laws and licensing agreements.
- Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user; the Library expressly disclaims any liability or responsibility resulting from such use.

Rules of Computer Use

The following rules shall apply to the use and behaviour of users of the library computers:

- Computer stations are available on a first come first serve basis during normal library hours of operation until fifteen (15) minutes before closing.
- Individuals must be a current student, faculty member, or staff member of UCW.
- The Library reserves the right to limit use of its computers and electronic resources to promote fair access.
- Users are responsible for all pages printed. Library staff recommends that users perform a “print preview” before printing any documents.
- Users may save information to a removable media (i.e. USB, etc.). However, the user is cautioned regarding computer viruses.
- Users may access, edit, print, or attach personal documents from removable media (i.e. USB, etc.)
- By mutual agreement two persons may share one computer session as long as their behaviour and conversation does not disturb other users or library staff, and they do not physically block or impede access within the library.
- Users will respect the privacy of other users, and will refrain from attempting to view or read material being used by others. Users are prohibited from the unauthorized disclosure, use, or dissemination of

personal information of others. Users are warned that other individuals may obtain unauthorized access to personal information and/or may misrepresent themselves.

- Violation of the rules of the UCW Electronic Library Access and Use Policy may result in loss of access to the Library computers. Unlawful acts will be dealt with according to the disciplinary measures outlined in the Student Code of Conduct section of the UCW Calendar.

Confidentiality of Use

It is the intent of the Library to maintain user confidentiality related to computer usage, insofar as it is reasonably practicable and legal to do so. The Library will maintain security safeguards but reserves the right to monitor workstations should it become necessary by reason of policy infringement, court order, statute or a governmental administrative decision.

Staff Assistance

Due to varying skill levels and scheduling, personal assistance may not always be available. Library staff cannot be expected to provide training on computer usage. Staff are, however, able to provide suggestions and tips for searching. Users are expected to possess basic computer skills.

Suspension of Computer Privileges

The Library reserves the right to suspend a user's computer use privileges for any violation of the Electronic Library Access and Use Policy. When library staff observes that a user has failed to comply with the Electronic Library Access and Use Policy, they are authorized to terminate that user's computer session. Library staff reserve the right to implement steps one, two, or three depending on the severity of the inappropriate.

- First inappropriate behaviour incident will result in termination of the session and formal warning. Note is placed in user's record.
- Second inappropriate behaviour incident will result in termination of the session and prohibition of access to library computers for two weeks. This incident will be noted in user's record.
- Third inappropriate behaviour incident will result in termination of the session and prohibition of access to library computers until Library and UCW Administration have met with the user. The meeting will determine whether access to the Internet will be reinstated or permanently denied.

Any appeal for reinstatement of privileges must be made through the University Librarian, who will then communicate with the University President with whom the final decision will rest.