

SYRACUSE UNIVERSITY LIBRARY

GUIDELINES FOR STAFF USE OF SU LIBRARY COMPUTER AND NETWORKED RESOURCES
APPROVED BY SU LIBRARY CABINET 5/14/01**Introduction**

Syracuse University Library provides employees access to computers, networks, and related services in order for those employees effectively to carry out their job duties. SU Library encourages employees to continuously develop relevant skills and expertise in using those resources so that they may be more effective in their work and advance in their personal and professional growth.

Policy

The *Syracuse University Computing and Electronic Communications Policy* (<http://cms.syr.edu/policy/computerpolicy.html>) is the policy of record for the use of computers, networks, and related services within SU, including the Library. All Library staff members are expected to read and understand this policy, and are subject to the terms of the policy. *Guidelines For Staff Use Of SU Library Computer And Networked Resources* provides broad guidelines for applying that policy within the context of SUL operations and procedures.

Accounts

Except for SUnix accounts which Library staff must obtain directly from Computing and Media Services (CMS), other computing accounts required by Library staff are controlled and/or disseminated by the Library Information Systems Department (LISD). Library staff members are responsible for the use of their accounts, as stated in the SU computing policy. When an employee terminates employment with the Library, the Information Systems Department will immediately disable the employee's network account. Upon request, LISD will help staff members to transfer files and to set up automatic forwarding of electronic mail for 90 days. After 90 days LISD will permanently delete the account and any files attached to it.

Standard Configuration and Supervisor Discretion

SUL has determined a standard set of applications and capabilities that represent the resources most commonly required by Library staff members in order to carry out their respective job duties. Not all staff members need to utilize the same resources. Therefore, PC configurations and access to networked resources may vary across departments and work units. Supervisors, in consultation with the appropriate managers, administrators, and/or technical support personnel, may limit an employee's access to computer resources and/or capabilities based on the functional needs of the employee(s) using those workstations. In those work areas in which PCs are shared by employees, such as public services desks and some staff work areas, supervisors may choose to limit the resources or capabilities resident on those PCs.

Authorization to Add Computing Resources

Some employees may require resources beyond those provided in the standard configuration in order to carry out their job duties. Employees may request the purchase of additional computing resources through their supervisors. Employees may install freeware or personally purchased software if it is related to their job duties and does not violate SU or SUL policies and/or guidelines. To facilitate trouble-shooting in the event of a problem, employees are strongly encouraged to keep a log of all computing resources they add to their computers and to provide a copy of the relevant software documentation upon request.

Supervisors, in consultation with the appropriate managers, administrators, and/or technical support personnel, may require that employees seek permission before installing and/or accessing non-standard resources on their PCs.

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Technical Support

LISD staff members and Technology Associates provide support only for desktop applications provided by the Library. Non-Library programs, files, custom desktop features, etc. may be removed or disabled if it is determined that they are causing conflicts or problems with a resource that is necessary for Library work. If it is deemed necessary by technical support personnel, a PC's hard drive will be re-ghosted to the Library standard configuration. Back-up of all non-standard programs and files is the responsibility of the end user.

Use of SUL Computer and Networked Resources for non-Library Purposes

As stated in the *Syracuse University Computing and Electronic Communications Policy*, Library computer accounts and computing system resources are for Library and/or University purposes, and staff members must not use them for commercial purposes. Staff members may use Library computing resources for personal projects (e.g., academic coursework) during their non-work hours as long as this use does not interfere with the use of this resource for Library purposes. Staff members must provide their own supplies for personal projects, including paper and disks. Use of Library computing resources for recreational purposes is strongly discouraged, and in accordance with the *Syracuse University Computing and Electronic Communications Policy* such use is prohibited if it interferes with the ability of other users to complete their work.

File Sharing Applications

The *Syracuse University Computing and Electronic Communications Policy* expressly prohibits wasting computing resources. File sharing applications (e.g., Napster, Free Netfile) may negatively impact network capacity, network security, and compliance with copyright laws. Some file sharing applications can so increase network traffic that network performance for others is affected negatively, or act as a server thereby opening the network to security risks. These applications are not necessary or appropriate for most positions within SUL, and should only be used if specifically warranted within the context of one's job duties.

Copyright Compliance

SUL vigorously supports the copyright laws of the United States. As stated in the *Syracuse University Computing and Electronic Communications Policy*, "the ability to download documents from the Internet, and to attach files to E-mail messages, increases the opportunity for and risk of copyright infringement. A user can be liable for the unauthorized copying and distribution of copyrighted material through the use of download programs and E-mail." Unless fair use provisions of the statutes apply, copying and/or distribution of any materials of a third party (including software, database files, documentation, articles, graphics files, audio or video files) without the written permission of the copyright holder to do so is prohibited. Staff members should direct any questions regarding copying or downloading to their department head.

Additional Guidelines for Student Employees

Student employees who use SUL computing resources to carry out their work assignments must comply with all relevant SU and SUL policies and guidelines. In addition, student employees may not make any changes to the PCs they use without the express consent of their supervisor. These changes include, but are not limited to, downloading programs, files, plug-ins, etc., changing desktop settings, adding or deleting files on any PC hard drive or network drives, and adding, removing, or altering hardware.