

# Library and Computing Policies

Kenyon College's division of Library and Information Services (LBIS) supports the academic mission of the College by providing access to library and computing resources and facilities as well as to information essential to teaching, learning, research, and general scholarship.

Housed primarily in the Olin and Chalmers libraries, LBIS is responsible both for preserving the physical and on-line collections and for providing access to them. In addition, LBIS maintains the infrastructure, facilities, and resources of the campus network, computing labs, and computing services. Thus, LBIS policies must promote access while preserving resources.

## APPROPRIATE USE OF LIBRARY RESOURCES

Olin and Chalmers provide many different types of resources. The print and media collections of the College are housed there; specific circulation policies are available through the LBIS web site, [lbis.kenyon.edu](http://lbis.kenyon.edu). Fines and fees for overdue, damaged, or lost materials are enforced.

The libraries also include computing labs, study spaces, student carrels, and work areas. Although not a rigorously quiet facility, Olin and Chalmers serve as a work area for many activities requiring concentration, and patrons expect to be able to work there in quiet areas. Respect for this need is a priority.

Technology resources housed in Olin and Chalmers are in high demand, and, like any shared resource, must serve the campus community. Workstations should be used with consideration. When users leave the workstation area, even temporarily, they should remove their belongings and log off.

Personal belongings should never be left unattended. This includes laptops, cell phones, portable music players, and book bags.

Food and drink still pose a risk to library collections, equipment, and furnishings. LBIS staff have final approval for what food, beverages, or containers are allowed in Olin and Chalmers.

## APPROPRIATE USE OF INFORMATION SERVICES

Information technology continues to play an increasingly important role in education and the world in general. In order to participate in this emerging electronic culture, Kenyon students, staff, and faculty must have open access to information and to training in information skills. Open access to the College's information services requires an intellectual environment based on mutual respect and trust, information-sharing, collaboration with peers, free inquiry, the free expression of ideas, and a secure information infrastructure.

The health and well-being of such an environment is the responsibility of each member of the Kenyon commu-

nity. All community members are expected to behave in a responsible, ethical, and legal manner regarding the use of the College's information services. The policies set forth below, defining the rights and responsibilities of individual members of the community, are intended to ensure that such an environment is maintained. By using Kenyon's information services, a member of the Kenyon community gives implicit consent to abide by these policies.

## RIGHTS OF MEMBERS OF THE KENYON ELECTRONIC COMMUNITY

**Fair and reasonable access.** Open access to information is a precondition to one's personal and professional development and to the sense of community at Kenyon. Access to information, however, must be qualified by other people's right to privacy and their intellectual property rights.

**Ownership and acknowledgment of intellectual works.** Community members have ownership rights over their own intellectual works. Kenyon seeks to create the kind of environment in which people may feel free to create and collaborate with peers without fear that the products of their intellectual efforts will be violated.

**Collection and disclosure of personal information.** Members have the right to be informed about personal information collected about them, and about how it is to be used, as well as the right to review and correct that information.

**Security.** Members have the right to expect reasonable security against intrusion and damage to their electronically stored information.

**Freedom from harassment.** Members have the right to pursue their College work without harassment by another's computer and network usage.

**Due process.** Members have the right to due process in cases of alleged policy violations. They shall be dealt with according to established College judicial processes.

#### RESPONSIBILITIES OF MEMBERS

**Respect for the rights of other users.** The standards of common sense, decency, and courtesy that apply to the use of any shared resource apply to the use of Kenyon's information services. They should be used wisely and carefully, with consideration for the needs of others. Anyone who uses these services to harass, intimidate, or threaten another will be referred to the appropriate College judicial authority.

**Respect for the privacy of other users' information, even when that information is not securely protected.** Information stored electronically is considered confidential unless the owner intentionally makes that information available to other groups or individuals. Personal information should not be looked at, copied, altered, or destroyed without the owner's explicit permission, unless authorized to do so by College regulation or required by law.

**Respect for authorized and intended use of information services.** Members must utilize only those information services which they have been authorized to use and only for College-related purposes. Prohibited activities include: political campaign activities, activities jeopardizing the College's tax-exempt status, and activities for commercial profit or for the direct financial benefit of non-Kenyon organizations.

**Respect for the intellectual work of others.** Since electronic information is volatile and easily reproduced, members are expected to honor the work of others by strict adherence to software licensing agreements and copyright laws.

**Respect for the limited resources of the systems.** Members are responsible for using information services prudently, remembering that the members of the community share them. They are expected to refrain from all acts that are damaging or wasteful or that hinder others from using information resources.

**Respect for the security mechanisms and integrity of the systems and networks.** Members must not disrupt or threaten the systems at Kenyon. Members are responsible for the use of their accounts and should not share them with others or use others' accounts.

#### **Respect for the responsibilities of personal-computer ownership in a networked computing environment.**

Personal-computer owners are responsible for maintaining their computers and complying with College rules and regulations in order to connect to the network. Infected systems may be disconnected from the campus network without notice.