Policy Title/Subject: Public Workstation Use

Policy:
The Health Sciences Library and Informatics Center (HSLIC) recognizes the desirability for students, faculty, staff, and members of the public to access computer technology resources for education, research, and health-related information. To provide that need the library provides computer workstations for both UNM affiliated users and members of the public. Such access is subject to conditions designed to balance the differing needs of library users and ensure the fairest possible allocation of computing resources.

Background:
The HSLIC follows the policies below in regard to intellectual freedom, responsible use of computing equipment and assuring an environment conducive to maximizing the use of the library.

In particular, please note the following provisions of the UNM Acceptable Computer Use policy concerning appropriate use of computer accounts.

- Users must respect all copyright restrictions, regardless of the form of the media.
- Users must refrain from using workstations for illegal purposes, including but not limited to defeating computer security protocols, accessing private or restricted information, altering or destroying data without authorization, or using computers for purposes of harassment, threats, or violence.

This policy is also informed by the “American Library Association Office for Information Technology Policy” http://www.ala.org/offices/oitp/.

Practices

Access:
1. Computing workstations are available for use during all the hours the Library is open. Most workstations require an HSC netID and password to log in; a small number of computers require no login and are readily available for non-UNM users.
2. So that workstations are readily and easily accessible for information retrieval, the library may establish priorities for use and time limits. Use of library workstations is normally first-come, first-served; however, during periods of heavy demand, users may be asked to limit the amount of time they utilize workstations. Priority is given to HSC students, faculty, staff, other students, and the general public in the order listed. The library reserves the right to ask users to
leave a computer workstation if the workstation is needed by HSC students with curricular work to complete.

3. The library provides several resources for computer users:
   A. Internet (Primarily for general reference and curricular support)
   B. E-mail (Primarily for Health Sciences students at UNM)
   C. Productivity (Word processing, presentation, spreadsheet, and database software to support UNM Health Sciences students in completing course assignments.)
   D. Educational software related to the training of health care practitioners.

In order to help establish priorities for workstation use, library staff may ask users to present a valid UNM picture ID or request that a user move to a workstation in a different area.

Training:
The HSLIC offers training in selected, supported resources (see our website for schedule). Users requiring extensive individual instruction or in-depth assistance in the use of computing resources may be referred to the UNM Division of Continuing Education.

Privacy/Security:
In order to protect the privacy of individual accounts, all users must log off of applications at the end of any session. HSLIC cannot be responsible for the content of e-mail messages, the content of computer-created documents, or the loss of messages or other data through the use of computer workstations.

Downloading:
Users should not install software on a workstation. If circumstances require special software please talk to Service Point staff. This service is available Mondays through Fridays only, 8:00 a.m. – 5:00 p.m.

Special Circumstances:

Workstations are located in public areas; material viewed is not private. Users are required to be considerate of others and refrain from displaying materials that might be considered objectionable or illegal. According to the Health Information Portability and Accountability Act of 1996, it is illegal to display Protected Health Information in the public computing area.

A parent or guardian of non-UNM users under 18 years of age shall be required to sign a computer use agreement at the Service Desk before his/her child may use a library workstation.

Inappropriate Use:
The Library reserves the right to ask users to leave the premises if they abuse computing resources or are disruptive to patrons or staff. Repetitive misuse of computing resources will result in temporary or permanent termination of computer use privileges for the offending individual.

References:
- “UNM Acceptable Computer Use"
  http://policy.unm.edu/university-policies/2000/2500.html
- “UNM Sexual Harassment Policy"
  http://policy.unm.edu/university-policies/3000/3780.html
- "American Library Association Office for Information Technology Policy"
  http://www.ala.org/offices/oitp/
- HSLIC Policy: Noise, Cell Phone, and Disruptive Behavior Policy,”
- Student Code of Conduct and the Visitors Code of Conduct as specified by the Regents of the University. http://policy.unm.edu/regents-policies/section-4/4-2.html
- Health Information Portability and Accountability Act of 1996.

Verification of Communication: Revised by Janis Teal and Elizabeth Staley, Associate University Council 2003. Updated by Cathy Brandenburg 05/15/2014.