Army Europe Libraries

Library Computer Use and Internet Access Policy

Modified 11 February 2011

Mission

The Army Europe Libraries support the information needs of the military and the mission and goals of the U.S. Army by offering access to the libraries' online catalog, to electronic information, and to the Internet for educational and recreational purposes.

The policies outlined below apply to all means of Internet access provided by the library including wireless or wired Internet to military or personal devices.

Patron Responsibilities

I understand I am responsible to safeguard the library computer network from unauthorized or inadvertent modification, disclosure, destruction, denial of service, and use. I will report any suspicious activity or system problems to the library staff.

Guidelines for Responsible Use

1. Upon registering with the Europe Army Library system, patrons automatically accept the conditions of computer use as stated in DoD 5500.7-R, paragraph 2-301, AR 25-1, and AE Pam 25-25 as well as the conditions outlined in this document.

2. Patrons are responsible, following AR735-17 guidance, for any damages to the hardware, software or configuration of the system caused by their actions.

Computer Access

1. Only patrons registered with the Europe Army Library system may use the computers. Policy for patron eligibility is outlined in AR215-1, Chapter 6. In addition, persons with valid installation passes and a signed letter from the garrison commander, Local National citizens with a letter from their school or university describing their research intentions, and State Department personnel may have temporary access.

2. Patrons must check out a computer from the Circulation Desk or Self Checkout Station with a non-expired valid patron account.

3. Computer availability is on a first-come, first-served basis.

4. Computer use is limited to one hour for personal use. Additional time may be requested for extensive research. If requested by library staff, patron must give up their access to the computer.

5. Computer access ends ten minutes prior to the library closing.

Parental Responsibility

1. Parents or legal guardians have responsibility to restrict access of their children to library resources. Library staff may ask children to discontinue the display of information and images that cause a disruption.

2. Parents or legal guardians must check out a computer for minors who do not possess a military ID card.

Prohibited Practices

1. Accessing the hard drive, normally the C:/ drive.

2. Altering or damaging software or data that is not your own.

3. Attempting to modify or gain access to files, passwords or data belonging to others.

4. Damaging or altering the library computers or automation equipment.

5. Deliberately propagating computer worms, viruses, or other malicious data.

6. Downloading information to the hard drive.

7. Making unauthorized copies of copyrighted, licensed, or otherwise controlled software or data.

8. Using more than one computer at a time.

9. Using the Internet for illegal or unethical activities.

10. Loading software on the computer. This includes accessing programs or executable files from external storage devices.

11. Viewing and downloading materials considered to be obscene, e.g. pornography, by Command or Federal laws; copyright protected materials; and illegal Internet communications (DoD Directive 5500.7-R, paragraph 2-301).

12. Gambling.

13. Use of media and communication programs – such as videos, audio CDs, online gaming, and Skype – if they disrupt others. Audio must not be heard from the electronic device and patron must use headphones; library is not responsible for providing these. Staff reserve the right to ask you to discontinue these activities.

14. Video content that includes sexual or violent footage.

Administration

1. Misuse of the computer systems or Internet access will result in loss of computer privileges.

2. Library staff may ask individuals to discontinue the display of information and images which causes a disruption.

3. Printing and costs vary at each library location.

4. The Army Europe Library system does not control what Web sites are blocked by the filtering software. If you feel that a Web site should not be blocked, please present it to the librarian on duty, who will send the site to European Regional Library Support Center for evaluation.

5. Provision of Internet access does not imply endorsement, affiliation, or approval of content or point-of-view of any available information.

6. Library computers may be monitored and audited for information for various purposes; information captured may be used for administrative or disciplinary actions for criminal persecution but will not be shared with third parties.

7. Computer and Internet services provided by the library are subject to change based on Army and DoD approved regulations and policies.