

Tampa Library

Computer and Digital Equipment Use		POLICY NUMBER S002
Original effective date: 2013	Review date (s):2016	
Category: ☉Services & Equipment		
Approved by: Library Faculty/Admin 8/11/16 Library Management 8/15/16	Library Dean: Todd Chavez 8/16/16 	

PURPOSE & INTENT

To provide USF patrons with guidelines on the availability, use, circulation and responsibilities of electronic equipment for the purpose of study, research, and information gathering.

STATEMENT OF POLICY

EQUIPMENT

Computers (laptops & tablets), cameras, accessories, and other digital equipment is available to students, staff and faculty with a valid USF ID. It is the responsibility of the patron for any loss, theft or damage to the equipment.

This equipment is provided for the purpose of accessing library resources and services, university provided software applications and general university systems and services and to facilitate the creation of new knowledge in fulfillment of academic goals and results.

Borrowers must agree to USF Policy 0-502 (*Information Technology Resources – Appropriate Use of*) and accept the “User Agreement Statement.”

Equipment is to be returned and checked in by a Library Services Desk staff member. Overdue fines are applicable. Additional charges may be incurred if item is returned damaged, broken, or modified.

COMPUTERS

Acceptable use of the computers by patrons is restricted to research, study, information gathering and retrieving, test taking, use of email, Internet connection, and other e-services available to faculty, staff, students, and community members.

The Tampa Library reserves the right to terminate or deny computer access to any patron engaging in unacceptable computer use. Examples of unacceptable computer usage includes, but is not limited to, viewing or downloading pornography, delivering personal business services, playing computer or video games, gambling, or using the computer for online entertainment. Termination of a session resulting from violating this policy may result in loss of future computer access in the USF Tampa Library.

AUTHORITY

Refer to:

- [USF Policy & Procedures #0-001 Issuance of Policies and Procedures](#)
- [USF Policy & Procedures #0-501 Information Technology Resources – Use and Protection](#)
- [USF Policy & Procedures #0-502 Information Technology Resources – Appropriate Use of](#)
- USF Policy & Procedures as listed on www.usf.edu/it/about-us/policies-standards/technology-policies-standards

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