

## **Beeson Law Library Computer Resources Usage Policy**

rev. May 25, 2001

The Beeson Law Library Computer Resources Labs ("Labs") are a service open only to currently enrolled Cumberland School of Law ("School") students, staff, and faculty.

Lab usage is subject to Samford University, the Cumberland School of Law, and the Beeson Law Library policies, as amended from time to time, including without limitation the Samford University Code of Values and the Cumberland School of Law Honor Code.

Access to and use of the Beeson Law Library Computer Resources are privileges and NOT rights; they can be revoked or suspended in the discretion of the Computer Resources Law Librarian at any time without notice. Grounds for such revocation or suspension shall include (but not be limited to) violations of this policy.

### ***Available Services***

Users will be assigned personal accounts (protected by passwords) which will give them access to IBM compatible computers. (The UserIDs and passwords for the lab accounts are the same as the UserID and passwords for the student's e-mail account and Samford Portal. ) Users will be provided access to word processing programs such as WordPerfect and Microsoft Word, Internet applications, research applications such as Lexis-Nexis and Westlaw, electronic mail, and laser printing. However, neither the Library, the School, Samford University, nor any of their employees assume any liability to users for the unavailability of the Lab equipment or services at any time, regardless of the reason for such unavailability.

The Computer Services Law Librarian and the Computer Services Law Library Assistant will provide basic assistance and answer general questions regarding the network, operating system, electronic mail and supported applications. Extensive training for any network application is the user's responsibility.

E-mail account information is available from Samford's E-mail Administrator at [email@samford.edu](mailto:email@samford.edu) (726-2662).

### ***User Responsibilities***

- \$ The user is entirely responsible for his/her own data and the Law Library assumes NO responsibility for lost and/or corrupted data. As with any computer system, it is the user's responsibility to BACKUP ALL DATA FREQUENTLY!!!
- \$ Any user working on academic assignments or projects has priority in the labs, and any user using a computer for recreational use (games, correspondence, social e-mail, etc.) is expected to relinquish his/her computer promptly in response to a request from a librarian, library assistant, or another user.
- \$ Users may use the computer resources for scholarly purposes, for official School business, and for personal purposes so long as such use (1) does not violate any law or Samford University or School or Library policy (2) does not involve the significant use of School or Library resources, (3) does not result in commercial gain or private profit, (4) does not subject Samford University or any its schools, departments, or personnel to any liability.
- \$ Users may NOT install or delete any software on the lab PCs.
- \$ Users may NOT tamper with the setup and configuration of any lab computer or printer.
- \$ Users must log off the computer they are using before they leave the lab.
- \$ Users may NOT bring food, tobacco, drinks, or drink containers into the labs. Such items will be confiscated and thrown away.

- \$ Users may NOT reserve the lab computers without permission from the Computer Services Librarians. If the student leaves the lab for an extended period of time, he/she must remove all personal materials and log off. Any materials left in the lab, and not claimed from the Computer Services Librarian within 14 days become the property of the labs, e.g., diskettes.
- \$ Users may access the Lexis and Westlaw services for academic purposes ONLY; they are not to be used in conjunction with law firm employment.
- \$ Each user must comply with all West, Lexis, TWEN, and other agreements with vendors governing use of research and other services. Each user agrees to indemnify and hold harmless Samford University for any and all loss resulting from his or her failure to comply.
- \$ Users must observe all copyright laws. Users may not violate any copyrights or other rights of any third party or defame or otherwise create any liability to any third party and agree to indemnify and hold harmless Samford University for any and all loss resulting from his or her failure to comply.
- \$ It is the user's responsibility to protect his/her own password to his/her account. The user may NOT allow any other person to use his/her password or share his/her account. This does not include individuals authorized by Samford University to perform system and computer maintenance.
- \$ Users may NOT attempt to circumvent system security or in any way gain unauthorized access to local or network resources.
- \$ Users may NOT use another person's computing account, attempt to forge an account, or use a false account or e-mail address. Nor may a user impersonate another user in the use of the computers, networks, or in e-mail or other messages.
- \$ The intentional engaging in any activity that spreads a computer virus to any computer is strictly forbidden.
- \$ Users are expected to take proper care of the Law Library's computer resources.
- \$ Users may NOT attempt to move, repair, reconfigure, modify, or attach external devices to the computer equipment.
- \$ Users are expected to responsible for reading and complying with the Law Library Labs' Printing policies and procedures, which are posted on the Internet at <http://lawlib.samford.edu/labs/ppolicy.pdf>

Report any problems to the Computer Services Librarian or the Law Library Assistant (Computer Services) by calling 726-2714 or sending e-mail to [glsimms@samford.edu](mailto:glsimms@samford.edu) or [jhcole@samford.edu](mailto:jhcole@samford.edu).

STUDENTS WHO FAIL TO ABIDE BY THE POLICIES STATED IN THIS LAB AGREEMENT OR FAIL TO FOLLOW THE INSTRUCTIONS AND GUIDELINES PRESENTED BY A SYSTEM ADMINISTRATOR MAY HAVE SOME OR ALL OF THEIR COMPUTER PRIVILEGE AND ACCESS REVOKED.

*Notice: There are NO facilities in the system for sending or receiving completely private or confidential electronic communications. It is not the policy of Samford University to intercept mail or inspect files. In exceptional cases, the University may read, delete, or pass-on any communication to fulfill its responsibilities and legal obligations. All files and communications stored in the system housed on University property are considered the property of Samford University.*

BY USE OF ANY LAW LIBRARY LAB COMPUTER, THE USER ACKNOWLEDGES THAT HE OR SHE HAS REVIEWED THE TERMS OF THE USAGE POLICY AND AGREES TO COMPLY FULLY WITH THAT POLICY AND ALL OTHER APPLICABLE POLICIES.