

WELLCOME LIBRARY COMPUTER USE POLICY

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INTRODUCTION

- Computer workstations and internet access are provided free of charge to Wellcome Library users in order to support study and research activity relevant to the history and understanding of medicine.
- You must be a registered user of the Wellcome Library in order to access Library workstations.
- You will need your Library Card number and your PIN in order to log into the system.
- You must not lend your Library Card to anyone else nor reveal your Card number and PIN to anyone else.
- All computer use and internet access on Library premises, whether on Library-owned or private equipment, is subject to this policy.
- This policy will be reviewed regularly to ensure that it remains timely and relevant.

WORKSTATIONS

- The Library provides public access workstations.
- Workstations are normally available for sessions lasting up to one hour. Your session will be terminated after this time has elapsed but you can extend the period if the workstation is not needed by another user.
- Some workstations are reserved for 'quick access'. These include all terminals in the Enquiry Hall and a few others nearby. Quick access machines are intended for relatively brief searches and should not be used for extended research sessions.
- One workstation in the Enquiry Hall is equipped with assistive software for users with visual impairments, and is available for advance booking.

INTERNET ACCESS FROM LIBRARY WORKSTATIONS

- Library workstations are not for recreational use.
- The sole permitted use of the internet via Library workstations is for study and research relevant to the history and understanding of medicine and related subjects.
- You will be asked to vacate a Library workstation if you are using it for purposes unconnected to your reasonable research and study needs.
- Internet activity is monitored by the Wellcome Trust and all external internet access is logged by the gateway system.

COPYRIGHT LAW AND LICENCES

- It is your responsibility to ensure that your use of the internet and of electronic resources complies with copyright law, as well as with usage restrictions imposed by database and e-journal providers.

OFFICE SOFTWARE

- Some of the Library's workstations offer word processing and other office software. The sole permitted use of this resource is to support study and research activity relevant to the history and understanding of medicine.
- All user-generated files will be deleted at the end of each session to leave the workstation clean for the next user. You are responsible for saving your own work to a removable device.

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PORTABLE STORAGE DEVICES

- The use of memory sticks is permitted but users are reminded of their obligation to observe copyright law.

WIFI

- Free WiFi access to the internet (via WellcomeNet) is available throughout the Library to registered users. The 'unacceptable use' conditions below apply to Library-owned workstations and to privately owned equipment brought into the Library by users.

UNACCEPTABLE USE OF COMPUTERS AND THE INTERNET

- Use of the internet (including the transmission or receiving of any material) in violation of English law is prohibited. This includes, but is not limited to, infringement of copyrighted material, and transmitting or receiving threatening or obscene material, pornographic material or material protected by trade secret.
- Use for any commercial purpose is prohibited.
- Users should not interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, software piracy, copyright violation, and using the network to attempt to make unauthorised access to any computer, computer system or restricted data files. Users may not falsely represent themselves as another person.
- The internet equipment and software must be used as installed on Library workstations. Users are not permitted to add, delete or modify the installed hardware or software, nor to change preference settings.

PENALTIES FOR MISUSE

- The Library reserves the right to deny access to WellcomeNet to visitors who infringe its computer use and internet access policy.
- Theft, damage, introduction of viruses or other misuse of a Library workstation will result in the immediate withdrawal of your Library Card. If deemed liable, you will be charged to cover the cost of repair or replacement of hardware and/or software.

DISCLAIMER

- The internet is a global electronic network and the Wellcome Trust is not responsible for the accuracy, validity, legality or usefulness of information available.
- The Wellcome Trust is not responsible for any viruses and software designed to damage equipment and networks that you may encounter while connected to WellcomeNet.
- The Wellcome Trust will not be liable for copyright or any other violations of UK laws committed by internet users.
- If using office software, it is your responsibility to check that your work has been saved.
- The Wellcome Library cannot be held responsible for lost data.
- The Wellcome Library is not responsible for the non-availability of any online resource.

Robert Kiley

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