Guest Computer Users and Walk-in user Agreement

As a Guest User of the University of Suffolk community, you are permitted to use its IT Facilities for the purposes of your studies and/or your work.

In addition to general access to word processing, internet and email facilities, you may have access to licensed subscription resources, as they are made available to University of Suffolk staff and students. This access is granted under the authorised use by walk-in users.

In applying to access these resources, or to gain access to the internet to view other resources, you must agree to the following terms and conditions. These are in accordance with the rules and regulations for use as laid out in the University of Suffolk Guidelines for use of IT facilities.

Rules Governing the Use of University of Suffolk IT Facilities

1. You are prohibited from making any use of University of Suffolk IT facilities, which in the judgement of University of Suffolk may adversely impact on the business or reputation of University of Suffolk or which may interfere with, or adversely affect, other staff/students.
2. You must not use University of Suffolk IT facilities for any unlawful activity.
3. You must not use University of Suffolk IT facilities to defame, harass, offend, or hinder another person by the creation, transmission, storage, download or display of materials or by other means.
4. The username and password issued to you is only valid for use from a designated PC within the Library and Learning Resources Centre. The password cannot be shared with any other person, and will only be valid for the period of 1 working day.
5. You may not use University of Suffolk IT facilities to create, access, store or transmit material in a way that infringes copyright, trade mark, or other intellectual property rights.
6. Unless you have express permission to do so, you may not enter into any contracts or commitments in the name of University of Suffolk nor arrange for the delivery to University of Suffolk of any goods ordered on the Internet.

Failure to observe these obligations may lead to withdrawal of your access to some or all University of Suffolk IT facilities. In the case of staff or students employed by or studying at other organisations, University of Suffolk will notify their employer of any breaches of this policy and will work with that institution to ensure appropriate action is taken.

Acceptable use of licensed subscription electronic resources

For the purposes of this agreement, acceptable use is defined as:

- Any articles, citations, chapters or other electronic information which is downloaded may only be downloaded for personal research use.
- Any articles, citations, chapters or other electronic information which is downloaded for personal research use may not be shared with any other person electronically or in print format.
- Any person wishing to download such articles is expected to do so using their own USB drive.
- Items may be downloaded to the desktop for the duration of the user visit. At the end of the visit all items must be saved to a personal USB drive, or emailed to you. Items saved to the local desktop will be cleared at the end of each working day.
If an authorised user wishes to print any articles for personal research use they will need to obtain permission for a member of library staff to email the document to that member of library staff for printing. The member of staff may agree to print one single copy of any items, in accordance with the Copyright Act 1976.

Charges will be made at the rates as set by the institution. These are currently:

- Black & white: 5p per single side of A4
- Black & white: 8p per double sheet of A4
- Colour: 25p per single side of A4
- Colour: 48p per double side of A4.

All charges must be settled with the member of library staff at the time of printing.

Declaration

I have read and understood the University of Suffolk Guest Computer Users and Walk-in user Agreement and I agree to comply with its terms.

Full Name (Please use block capitals)

Full home address (please use block capitals)

Signature

Date

Resources to be accessed

☐ Microsoft office, ☐ Internet – and web based email, ☐ Electronic bibliographic databases, ☐ Electronic journals

Please explain broad area of research

To be completed by LRC staff

Guest Username: ___________________ Guest password: ___________________

Account Expiry Date: ___________________

Please return this completed declaration form to Library, University of Suffolk, Ipswich. Tel: 01473 338700. Email: learningservices@uos.ac.uk