

Important Notice for Computer Users

The Royal Ontario Museum Library and Archives wishes to provide equitable museum-related research access to visitors and staff. The ROM Library and Archives reserves the right to terminate a computer session, evict the patron, or suspend or terminate the privileges of any one who engages in unacceptable use or whose computer-use disrupts Library and Archives service, or violates museum policies or procedures. Privacy is not guaranteed, and Internet use is regulated by federal and provincial legislation including the provisions of the Criminal Code.

Please observe and abide by the following computer-use courtesies:

- 1. The Royal Ontario Museum Library and Archives' computing resources are exclusively for the museum-related research needs of visitors and staff.** Computer resources are not to be utilized for entertainment purposes.
- 2. Priority will be given to users with Library and Archives-related research needs** (i.e., access to Library catalogues, databases, websites, and to connect to Library-licensed digital resources and Library-related links).
- 3. Computer use to access or engage in the following is strictly prohibited: pornography; obscene, hateful, or illegal materials; political lobbying; spamming; or internet trolling.**
- 4. Users are expected to observe relevant copyright laws and regulations.** (*Copyright Act of Canada*)
- 5. An individual is limited to 30 minutes on a computer if others are waiting.** Use of computers is on a first-come, first-served basis
- 6. Do not download and/or install software programs on Library and Archives computers.**
- 7. The Library and Archives affirms and acknowledges the rights and responsibilities of parents and guardians to monitor and determine their children's access to library materials and resources, including those available through the internet.**
- 8. Do not save your work on the hard (C:) drive.** You must save your work on your own USB flash-drive (not provided) or cloud-based storage account. The Library and Archives is not responsible for damage to the user's USB, or for any loss of data, damage, or liability that may occur from use of our computers.
- 9. Printing charges of \$0.15 per page apply.** Not all computers have printing capabilities.
- 10. If problems are encountered with computer equipment, a staff member should be notified immediately.** Please do not turn off the equipment or attempt to correct any equipment problem.
- 11. ROM Library and Archives staff will provide the following types of assistance:** printing; resolving basic technical problems; describing available services and brief instructions on how to access them.
- 12. By agreement, two or more people may share one computer** if their behavior and conversation does not disturb other users or library staff, and they do not physically block or impede access within the Reading Room.
- 13. Any patron whose conduct constitutes a violation of any of the above-mentioned courtesies, or whose behaviour is deemed to be a nuisance to others, will be asked to end their computer session or leave the Reading Room.**