

# Courtright Memorial Library

## Guest Access Policy (GAP)

### Purpose

The GAP applies to guests who wish to log-in and/or print via the Courtright Memorial Library's first floor lab and/or color printer.

### Accepted Identification

All guests must provide a valid federal or state photo ID. Accepted valid photo IDs include: passports, driver's license, state ID, Alien Registration, or Military ID each time they use our services and/or resources. We reserve the right to make photocopies or scans of this ID for our records each calendar year. School and/or expired IDs will not be accepted. If any guest does not have valid photo ID, Library staff will be happy to assist them from the Research Help Desk.

### Access Forms

All guests are required to complete the Guest Access Request Form (GARF) annually, updated every calendar year. Copies will be kept on file and managed by the Circulation Supervisors.

- Guests 18+ with a valid photo ID must complete the GARF annually and present their photo ID with each log-in.
- Guests between the ages of 14-18 with a valid photo ID must have the GARF completed by their parent/adult caregiver annually and the guest between the ages of 14 - 18 must present their photo ID with each log-in.
- Guests between the ages of 14 - 18 without a valid photo ID must be accompanied by their parent or adult caregiver who has completed a GARF annually. Parent or adult caregiver must present their photo ID with each log-in.
- Guests 13 and under must be accompanied by a parent/adult caregiver who has completed a GARF annually. Parent or adult caregiver must present their photo ID with each log-in.

If any guest does not have valid photo ID, Library staff will be happy to assist them from the Research Help Desk.

### Library Hours

The library's hours are accessible on the library website ([library.otterbein.edu](http://library.otterbein.edu)), via our voicemail (614.823.1215 ext. 1) and will be posted at our entrances. All library hours are subject to University changes – please see [www.otterbein.edu](http://www.otterbein.edu) or your local news for more information on any University closures.

## Behavior Expectations

All other library & university policies apply; please see the [library website](#) for more information on these policies.

Violations of local, state or federal laws will be reported to the appropriate authorities. The University may temporarily suspend or block access to an account or remove files, when reasonably necessary to do so in order to protect the integrity, security or functionality of University or other computing resources or to protect the University from liability. It is the intent of the University to maintain a campus environment that facilitates access and sharing of information without fear that an individual's work will be violated by misrepresentation, tampering, destruction and/or theft. The privilege of using these resources carries with it the responsibility for ethical behavior.

## Ethical Use Statement

Unethical behavior, as defined by Otterbein's Information & Technical Services (ITS), will not be tolerated and includes, but is not limited to:

- o activities that obstruct usage or deny access to others
- o activities that compromise privacy
- o activities that could be considered harassment or libelous
- o viewing threatening, disorderly, indecent, offensive, or lewd content or behavior in a similar manner
- o attempts to gain unauthorized access to local or remote information resources
- o activities that violate copyright laws (this includes unauthorized copying and distribution of commercial software, text, graphic images, audio and video recordings)
- o activities that violate University policies and standards of conduct
- o destruction or alteration of data or information belonging to others
- o activities that violate local, state, or federal laws
- o unauthorized use of computer accounts or impersonating other individuals
- o creating, using or distributing programs intended to damage data files, application programs, system operations, or network operations
- o attempts to capture or crack passwords or break encryption protocols
- o use of resources for commercial and/or financial gain
- o violation of licensing agreements for information resources
- o knowing or reckless distribution of unwanted mail or other messages, specifically "chain letters" and other schemes that may cause excessive network traffic or computing load
- o unauthorized extension or retransmission of Otterbein network services

Please see the Otterbein ITS page for more information.

(<https://www.otterbein.edu/wp-content/uploads/2019/02/803.0-Acceptable-Use-Policy.pdf>)

## Printing

The library has one black and white laser printer and one color laser printer. To print, guests must have a completed GARF on file, and be logged onto a terminal.

- Printing from a computer is at personal cost of \$0.10 per side per page for black & white (cash only). Guests are charged for all pages that are printed on.
- Color prints need to be emailed to the library ([Library@otterbein.edu](mailto:Library@otterbein.edu)). Color print jobs are limited to 10 pages and cost \$0.20 per side per page (cash only).
- Items printed can be picked up and paid for at the Research Help Desk.

## Copying / Scanning

The library has one black and white photocopier; photocopies cost \$0.10 per side per page, payable in cash at the copier. The first floor photocopier can also scan documents, in black and white or in color. The scanner requires a flash drive which the guest must provide. Library staff can assist guests in the use of this copier/scanner.

## First Floor Listening Guidelines

We ask that all first-floor lab users be respectful of those around them. To that end, if lab users wish to listen to music or videos on the terminals, they must do so with headphones. Guests may borrow headphones for use on the first-floor computers by exchanging their valid photo ID for a set of headphones at the Customer Service Desk. Upon return of the headphones guest IDs will be returned. Each ID can only be exchanged for one set of headphones.

## Online Resources Access

Library computers are intended for research. Guests have access to any of the first-floor computers; if no computers are available, guests may need to wait or return at a different time. Otterbein faculty, staff and students will be given priority usage for any University computer, and any guests using our technology may be asked to log off in favor of a priority user. In the case of this higher need, Library staff will make accommodation for users needing access to online US government publications or other requests at the Research Help Desk.

All guests must be logged into a computer by a Library staff member; once logged in, access is granted to all Otterbein Library resources, including the public catalog and all databases and/or journals, barring any licensing restrictions. Guests that use their own devices also have access to our online databases providing they are connected to the OtterbeinGuest wireless network.

## Freedom of Information & Access

The Internet is a decentralized, unmoderated global network; the Courtright Memorial Library and Otterbein University have no control over the content found online. The library will not censor access to resources, material, or content, nor protect users from

offensive or suggestive materials or information, and it is not responsible for the content availability and accuracy of information found on the Internet or in our collection.

### Consequences & Enforcement

For questions regarding web use violations, please see the “Ethical Use Statement” above. Abusers will be reported to the appropriate authorities. Otterbein University and the Courtright Memorial Library reserve the right to revoke all privileges and ask any individual to leave the premises. Notes regarding any violations and restrictions will be included on the internal copy of each GARF and/or their library account.

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Previous Revisions: November 2019, August 2014

Review Period: This policy is reviewed annually by the Front of House staff in coordination with the Building Safety Captain.