



## Guest Access Policy (GAP)

New or Revised: Revised
Last Review Date: 10/22/2024 Approval Date: 11/26/2024

### 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 each time they use our services. Accepted valid photo IDs include: passports, driver's license, state ID, Alien Registration, or Military ID. 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 for 3 years unless the Building Safety Captain, Otterbein Police Department, or other law enforcement deem it appropriate to keep them longer due to guest actions in our building or on Otterbein's campus. These files remain confidential unless the library initiates a complaint and/or law enforcement follow appropriate legal processes to gain access to the files.

- Guests 18+ without a valid photo ID
  - Will be unable to log in to a university terminal
  - library staff will assist them from the Research Help Desk
- Guests 18+ with a valid photo ID
  - must complete the GARF annually
  - must 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
  - guests 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
  - must have the GARF completed by their parent/adult caregiver 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
  - must have the GARF completed by their parent/adult caregiver annually.
  - parent or adult caregiver must present their photo ID with each log-in.

K-12 teachers and other school groups coming to the Courtright Memorial Library for an informational session may have different requirements as agreed upon by their home institution and Otterbein. For more information or to schedule a session please contact [library@otterbein.edu](mailto:library@otterbein.edu).

### 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.

### Acceptable Use Statement

Unacceptable behavior, as defined by Otterbein's Information & Technical Services (ITS) [Acceptable Use Policy](#), will not be tolerated and includes, but is not limited to:

- Sharing access codes or passwords
- Using accounts, access codes, privileges or IT resources for which they are not authorized

- Tampering, modifying or altering any restrictions or protections placed on their accounts, Otterbein University (OU) system or network facilities
- Physically damaging, vandalizing, or compromising University IT resources
- Committing copyright infringement, including file sharing of video, audio, or data without permission from the copyright owner
- Using University resources to introduce, create, or propagate spam, phishing email, computer viruses, worms, trojan horses, or other malicious code
- Eavesdropping on or intercepting other users' transmissions
- Attempting to degrade the performance or availability of any system or to deprive authorized users access to any OU resources
- Misrepresenting their identity with actions such as IP address "spoofing", email address falsification, or social engineering
- Sending email chain letters or mass mailings for purposes other than official university business
- Using OU resources as an email relay between non-OU email system (routing email through OU email systems between two non-OU systems)
- Engaging in activities that violate state or federal law, a university contractual obligation, or another university policy or rule including but not limited to Human Resources policies and Standards of Conduct for students
- Commenting or acting on behalf of OU over the internet without authorization
- Connecting devices (such as switches, routers, hubs, computer systems, and wireless access points) to the network without prior approval from ITS
- Using (without authorization) any device or application that consumes a disproportionate amount of network bandwidth
- Including or requesting that sensitive information be included in unprotected electronic communication (e.g., email, instant message, text message)

## Printing

The library has one black and white laser printer for guest use (located behind the Customer Service Desk) 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 flat-bed scanner attached to a first floor computer terminal. This flat-bed scanner can scan documents in black and white or in color. Items scanned will be saved to the desktop of the attached computer terminal. Guests may then save/email the files as needed.

The library also 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 portion requires a flash drive which the guest must provide.

Library staff can assist guests in the use of these copiers/scanners.

## 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 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 “Acceptable 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.

To be revised by Public Services Staff in coordination with the Building Safety Captain every year or as needed.
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Previous Revisions (All known will be listed): November 2023, November 2022, December 2021, November 2019, August 2014
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