

**SUBJECT: Computer Access**

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**MANUAL: Health Sciences Library Policy & Procedure**

**POLICY: Computer Access**

**RESPONSIBLE PERSONS: Library Staff and Clients**

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**POLICY**

Computers in the Mount Carmel Health Sciences Library (MCHSL) are available to Mount Carmel College of Nursing (MCCN) students, faculty and staff, Mount Carmel Health System (MCHS) Graduate Medical Education (GME) residents, faculty and staff and Trinity Health/CHE Colleagues for education, patient care services, hospital administrative or other work-related matters.

1. Computer Time Limit & Usage
  - a. The time limit for access is 30 minutes.
  - b. Work related access takes precedence over other uses.
  - c. If computers are unoccupied, clients may use them for appropriate personal use. This would include accessing email, doing educational research and/or for personal research.
2. Printing
  - a. All clients are to refrain from wasting the Library's paper and toner with excessive printing.
  - b. MCCN students are to use the CLE Second Floor Computer Lab for printing all MCCN class-related materials
  - c. All printing should be done double-sided (duplex) to conserve paper
  - d. Clients may print one copy only.
3. Internet Use Policy
  - a. Clients are expected to adhere to the Trinity Health/CHE Internet Policy available on Insight
  - b. Internet access is monitored at all computers. Internet access and usage policies are in strict compliance with the Trinity Health/CHE Information Resources Internet Policies.
  - c. All other information downloaded from the Internet will be governed by existing Trinity Health/CHE confidentiality policies.
4. Software
  - a. No software or software updates/patches may be installed by clients.
  - b. The Library reserves the right to remove unauthorized software, files, etc. from the public terminals.
5. Workstation Security
  - a. Third floor computers are enabled for generic login and **Internet** usage.
  - b. Fourth floor computers are enabled for Mount Carmel Colleague login and **Intranet/Internet** usage.

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- c. All colleagues and clients must maintain account security according to Trinity Health/CHE Workstation Use and Security Information Security (User – Procedure No. 3, accessible on Insight) regarding:
- i. Confidentiality Agreement
  - ii. Care and Use of Equipment
  - iii. Workstation Protection
  - iv. Storage of Business Data
  - v. Non-Trinity Health Licensed Software:

**DEVELOPED BY: Library Staff**

**Date: 3/01**

**REVISED BY: Library Staff**

**6/26/14**

**REVIEWED BY: Stevo Roksandic, Director**

**6/26/14**

**APPROVAL FOR IMPLEMENTATION BY:**

*Walter Schiele*

**DATE:**

*7/1/14*