



## Medical Library Computer Use Policy

eda-lib-0005

### About This Policy

**Effective Dates:**

08-23-2023

**Last Updated:**

03-06-2024

**Responsible University Administrator:**

Gabriel Rios, Library Director

**Policy Contact:**

Michael Wilkinson, [miawilki@iu.edu](mailto:miawilki@iu.edu)

### Scope

Indiana University faculty, staff, students, and Indiana health care professionals.

### Policy Statement

Computers are provided in the Ruth Lilly Medical Library (RLML) for the purpose of accessing RLML information resources. All users must follow Indiana University's Appropriate Use of Information Technology Resources policy. <https://policies.iu.edu/policies/it-01-appropriate-use-it-resources/index.html>

### Reason For Policy

The computer use policy is in place to ensure sufficient workstations are available at the Ruth Lilly Medical Library for the use of IU School of Medicine faculty, staff, residents, fellows, and students while extending the courtesy of guest login access to Indiana health professionals.

### Procedure

1. Non-IU health professionals may use RLML's computers with a guest log-in account. Guest log-in accounts may be obtained at the circulation desk with a photo I.D. and are valid for 1 day.
2. Due to the limited number of computers available at RLML, IU School of Medicine faculty, staff and students receive priority over guest users.

### Sanctions

From Appropriate Use of Information Technology Resources University Policy (IT-01):

Indiana University will handle reports of misuse and abuse of information and information technology resources in accordance with existing policies and procedures issued by appropriate authorities. Depending on the individual and circumstances involved this could include the offices of Human Resources, Vice Provost or Vice Chancellor of Faculties (or campus equivalent), Dean of Students (or campus equivalent), Office of the General Counsel, and/or appropriate law enforcement agencies. See policy [IT-02, Misuse and Abuse of Information Technology Resources for more detail](#).

Failure to comply with Indiana University information technology policies may result in sanctions relating to the individual's use of information technology resources (such as suspension or termination of access, or removal of online material); the individual's employment (up to and including immediate termination of employment in accordance with applicable university policy); the individual's studies within the university (such as student discipline in accordance with applicable university policy); civil or criminal liability; or any combination of these.

## **Additional Contacts**

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## **History**

1. Policy created on 23 August 2023.
2. Organization and style updated on 06 March 2024.