

APPROVED

by Order No. V-43 of 2017-09-28,
issued by the Director of the
Wroblewski Library of the
Lithuanian Academy of Sciences

RULES FOR COMPUTER USE

1. GENERAL PROVISIONS

- 1.1. The rules for computer use at the Wroblewski Library of the Lithuanian Academy of Sciences (hereinafter, the Library) establish the procedure for computer use and internet access by the users of the Library, as well as the rights, duties and responsibilities of the users.
- 1.2. Computers located in the Library are available for searching for information on the Internet, in databases accessed or created by the Library, in the digital archive of the Library, on CDs, as well as for working with programs installed on the computers.
- 1.3. The Library's computers are available for all registered users of the Library who know how to use a computer.
- 1.4. The use of the Library's computers and of the Internet is free, except for printing.

2. READER SERVICE.

- 2.1. If you wish to use one of the Library's computers, please show your reader's card to the reading room staff member.
- 2.2. The reading room staff member will show you an available workstation.
- 2.3. For logging into a Library's computer you will need to enter your reader's card number and password just as you would if you were requesting a book through the Library's electronic catalogue.
- 2.4. Only one user at a time may use a workstation.
- 2.5. When finished, please close all programs and log out of your user account, but don't shut down the computer.
- 2.6. Priority in using the workstations located in the reading rooms are given to researchers.
Priority in using the workstations located in the Catalogues Room is given to those users who wish either to perform a search in the Library's electronic catalogue, or to request or renew items.
- 2.7. If there is a queue, you may use a workstation for a maximum of two hours.
- 2.8. If you have a laptop with you, you are welcome to connect to the Library's Wi-Fi.
- 2.9. Reading room staff members and the bibliographer on duty in the Catalogues Rooms will consult users on searching for information on the Internet, in databases and the digital archive of the Library.
- 2.10. The computers will be shut down 15 minutes before the closing time.

3. RIGHTS AND RESPONSIBILITIES OF READERS

3.1. Users have the following rights:

- 3.1.1. To copy information onto a personal data storage device unassisted only using a computer specified by the reading room staff member;
- 3.1.2. Having notified the reading room staff member, to print out a document (paid service).
- 3.1.3. To be provided cleaning supplies for cleaning the keyboard and mouse.

3.2. Users have the following responsibilities:

- 3.2.1. To follow the standards of Internet ethics, the Law on Copyright and Related Rights and the present Rules;
- 3.2.2. To check the workstation before use, and if any part of equipment is missing or fails, to notify the librarian;
- 3.2.3. If a user notices any hardware or software failure during the use of a Library's computer, he/she must stop work immediately and notify the librarian;

3.3. Users are not permitted the following:

- 3.3.1. Playing computer games; watching, collecting and distributing violent or pornographic materials;
- 3.3.2. To damage computer software or hardware;
- 3.3.3. To install software unassisted;

3.4. The user is personally liable for damage caused by him/her to the Library's computers, video, audio, and other equipment, computer network, and information resources in accordance with the procedure established by the Library and by the legislation of the Republic of Lithuania;

3.5. The right to use the services of the Library may be suspended or permanently revoked for users who violate these Rules, the Rules for the Use of the Library and other legislation in force in the Republic of Lithuania.

4. RIGHTS OF THE LIBRARY

4.1. The Library shall not be liable for damages and losses sustained by users resulting from using the Library's computer network.

4.2. When performing maintenance of the computer network, persons authorized by the Library may at any time monitor and inspect network equipment, and may delete personal information of users.

4.3. The Library's staff are not responsible for configuring users' personal equipment for using Wi-Fi in the Library.

