

## **REGULATIONS DEFINING THE USE OF THE INTERNET AND COMPUTER EQUIPMENT IN THE READING ROOM OF THE NATIONAL SCIENCE LABORATORY**

- 1) The use of publicly accessible information technology equipment and mobile devices on the Library's equipment, as well as Internet access, is free of charge and is available to any holder of a valid reader's card.
- 2) Publicly accessible IT equipment of the Library is used to meet the informational, cultural and educational needs of users. It may not be used by users for commercial activities.
- 3) Working time on computers belonging to the Library is limited to one hour. It may be extended.
- 4) The user using the Library's computer equipment and Internet access is responsible for his work performed on the equipment. Data left on the computer's disk is deleted and may be lost if the user does not save it to his media or Internet external account before completing the session.
- 5) Self-installation of software on Library-owned computers is not permitted.
- 6) The Library reserves the right (both with respect to computers belonging to the Library and to the Library's public Wi-Fi network) to limit the bandwidth of the Internet connection and to filter and block the content of sites, as well as to block applications that connect to the Internet. In particular, sites with content that violates the law or the rules of social coexistence may be blocked.
- 7) Scans can be made on the workstation scanners in the Reading Room, only for graphic work currently being performed at the computer workstation.
- 8) The Reading Room user has the opportunity to:
  - a) work with MS Office programs (Word, Excel, Access, Power Point) installed on computer workstations,
  - b) work with own materials saved on data carriers
  - c) use of scientific databases: EBSCO and ACADEMICA, as well as the Digital Platform of Public Libraries of Greater Poland
  - d) save search results only on own data carriers
- 9) The Library is also not responsible for the data left by the user on the computer, especially passwords, personal data, confidential data, etc.
- 10) The Reading Room user is fully responsible for any damage caused by him to remote or local computer systems, and for any other kind of loss or misuse committed using the network connection provided to him in the Library.
- 11) Users are required to guard their belongings and not leave them in a place where they cannot supervise them effectively.
- 12) The Librarian may refuse service to a user who does not comply with the provisions of these Regulations, who violates the generally applicable norms of behaviour, and in particular who is in a state indicating the consumption of alcohol, intoxicants or who behaves aggressively. In exceptional cases, the user may be temporarily or permanently deprived of the right to use the Library by the decision of the Library Director.
- 13) Food is not allowed at the computer workstations.
- 14) A user wishing to use the Reading Room is obliged to read the Regulations.
- 15) Failure to comply with the provisions of these Regulations may lead to deprivation of the user's right to use the Reading Room. At the request of a Library employee, the decision in this matter is made by the Library Director or a person authorized by him.