

The Catholic University of Zimbabwe Library ICT Policy



The Catholic University of Zimbabwe Library (CUZL) provides the following ICT Services

1. ICT equipment, software and networks for use by registered staff and students of the Catholic University of Zimbabwe
2. Access to the Internet and online resources via PC's installed in the library or campus wireless network
3. Online Public Access Catalogue
4. Printing and photocopying

To ensure fair and proper use of the library's ICT resources, users must adhere to the following legal and cooperative rules:

1. The ICT resources (equipment, software and networks), offered in the CUZ library may be used for legal purposes only. Illegal uses include, but are not limited to
 - a. Attempting to alter or damage computer equipment, software configurations or files belonging to CUZL, other users or external networks
 - b. Attempting unauthorized access to CUZ or CUZ library network or external networks
 - c. Intentional propagation of computer viruses
 - d. Violation of Software licence agreements
2. By using CUZ library ICT facilities, to access the Internet, you are agreeing that you will not access any material which:
 - a. Is obscene, racist, defamatory or illegal
 - b. Causes harassment or gross offense to others
 - c. Would be a breach of Copyright and Communication laws
3. All users are expected to demonstrate a responsible approach to the use of resources made available to them, and to show consideration for other users, both using the Libraries' facilities and with whom they may come into contact on the Internet.
4. The Library does not accept responsibility for slow network responses; non-availability of web sites; the content of any e-mails received by users; the retrieval by other users of information left on open files or any loss resulting from use of a credit card over the Internet.

5. It is requested that only one person use a computer at any one time. If assistance is required, please ask a library staff member to assist.
6. The Library has no control over the information accessed and cannot be held responsible for the content or quality of the information retrieved.
7. Appropriate filters and monitoring software are installed on computers. This has been done to restrict access to sites considered unsuitable.
8. The use of personal storage devices is allowed, for as long as they can be plugged in on the USB ports found in the front side of the computer, and NOT the rear. You must also comply with rule No. 1 above.
9. Users may save their work on the hard drive of the PCs they use but they MUST ensure they delete it before the end of their respective sessions. Backing up is entirely the user's responsibility. Downloading inappropriate information in form of text, still or motion pictures or in any other form is NOT allowed
10. If a virus warning message is displayed on the computer please tell a member of staff