<table>
<thead>
<tr>
<th>Policy No:</th>
<th>ACA-POL-LIB-0009</th>
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<tbody>
<tr>
<td>Policy Title:</td>
<td>Internet Section Utilization Policies</td>
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<tr>
<td>Implementation Procedure:</td>
<td>ACA-PROC-LIB-0011 Availing of Library Internet Services</td>
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<tr>
<td>Date of Issuance:</td>
<td>S.Y. 2010 to 2011</td>
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<td>Effectivity:</td>
<td>S.Y. 2010 to present</td>
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<td>Page Number:</td>
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<td>Office of Origin:</td>
<td>Library Services Department</td>
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<td>(Policy Expert)</td>
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<td>&quot;Supersedes&quot; Notification:</td>
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**Purpose of Policy:**

- The internet terminals at the Library are available from 8 am to 5 pm from Monday to Friday.
- Only students from the collegiate levels are allowed to use the Internet Section.
- Students who want to avail of the Internet Section should present their ID. No student will be allowed to use any internet terminal without their ID.
- A student is given an hour of internet access upon entry. This is imposed to provide other students the opportunity to utilize their internet privileges.
- The terminals may be used only for Internet data searches and retrievals for academic and research purposes.
- Browsing of pornographic sites and any other related materials are strictly prohibited. Violators shall be subjected to disciplinary action as stated in the Student's Handbook.
- The Library implements the First Come First Served policy.
- Only one user is allowed per access in each terminal. Multiple or group browsing is not allowed.
- Students should work only on their assigned workstation for the duration of their research. They should avoid moving and transferring to another workstation.
- Loud talking and other disruptive behavior are prohibited in the Internet Section.
- All users are responsible for providing and securing their own data and backup files. USB ports were disabled and assistance from the internet-in-charge in accessing, saving and printing of file/s is necessary.
- In case the computer unit malfunctions, the student should immediately report the situation to the internet-in-charge.
- Internet users are advised to shut down the computer unit after use.
- Any student caught destroying any equipment/accessory shall be held liable for the cost of such and shall be subjected to disciplinary actions, as stated in the provisions of the Student’s Handbook.
- Any form of vandalism committed to any of the computer terminal is considered as a serious offense. A student caught of committing this act shall be subjected to disciplinary action.
- The Library reserves the right to cancel or terminate the usage when any of the provision in this policy is violated.
- The Library provides printing services to students with the following rates:
  - Plain text in Black and White – Php 5.00 per page
  - Colored Print out – Php 10.00 per page
- All requests for printing shall be made to the internet-in-charge.
- Payments for printing services should be made to the Office of the Chief Librarian.

**Applicability:** All students and employees

**Policy Approval Authority:** Chief Librarian

**Related Policies or References**

**Definition:**

**Prepared by:** Planning, Funding and Development Office
Approved by
Asst. Prof. Carolyn De Jesus
1-12-11