ESIC Client Usage Policy

Introduction
The Earth Sciences Information Centre holds Canada's largest collection of books, journals, maps, and photos in the earth sciences with world-wide coverage. Some of these materials are old, rare, fragile, and would be extremely difficult to replace. We hope you find these collections helpful to your research, and request that you uphold ESIC policies so that we may continue to make these materials available to researchers for many years to come.

Food and beverages
• Small snacks and beverages are permitted at work tables only.

Cellular Telephones
• If you are bringing a cell phone into the Library, please be sure that the ringer is turned off or muted.
• If you are using a cell phone and disturbing others, you may be asked to leave the Library.

Canvassing, Displays, Filming, etc.
• Canvassing, posting, photographing, filming or video/audio recording are permitted only with the permission of the Head of ESIC.
• No area of the Library may be used for display or other purposes by individuals or organizations without the permission of the Head of ESIC.

Use of Computer workstations
• The use of library workstations is intended for use of the Library's online catalogue and other services. Library computers do not support word processing or other applications. ESIC reserves the right to impose reasonable time limits on the use of computer workstations.

Access is provided on the following terms and conditions
• Clients may print or download for temporary storage, single copies of articles, search results or other content for private study or research where facilities are provided.
• Photocopying charges will be applied to all non Federal Government employees for printouts of articles from electronic journals and all non Natural Resources Canada webpages in accordance with ESIC photocopying policies.
• Clients will not reproduce, copy, store materials in a manner that violates the intellectual property rights associated with the materials.
• The installation, downloading, or modification of software is prohibited.
• Clients will make no attempts to modify or gain access to system files, passwords, or data. To ensure detection of intruders on public access workstations, computer use may be subject to monitoring. Any evidence of criminal or unauthorized activity will be forwarded to appropriate security and law enforcement officials.
• Clients will make no changes in the setup or configuration of software or hardware.
• Under no circumstances may personal software or equipment be used on the Library's computer equipment.
• Clients will not engage in activities, including the development or use of programs, which could cause congestion and disruption of networks and systems, or harass other users or infiltrate a computer or computing system. Hardware or software shall not be destroyed, or abused in any way.
• Clients may not access, display, send or print sexually explicit, harassing, defamatory, or hateful

material that violates ESIC, ESS, NRCan policy, or Provincial or Federal laws.
- Workstations may not be used for personal financial gain unrelated to NRCan business or activities.
- All clients agree to abide by the decision of Library staff regarding any and all use of computer equipment.

Photocopying
- Library patrons may photocopy library documents for research purposes and within the framework of copyright laws and ESIC photocopying policies. ESIC reserves the right to impose reasonable time limits on the use of photocopiers.

Reshelving / Refiling Materials
- Library staff is responsible for reshelving and refiling. Please leave all materials on tables or return to the circulation desk.
- ESIC is not responsible for private papers and materials left unattended on tables or in carrels.

Security
- As of Nov. 9th 2004, all visitors will be required to exchange a valid piece of photo ID in order to obtain a temporary "Escort Required" pass to access ESIC. Please contact us in advance so that we can make arrangements for your visit, at esic@nrcan.gc.ca or call (613) 996-3919.
- No bags, brief cases, etc. are allowed in the stacks. All patrons must submit books, brief cases, bags, etc. for inspection at the exit, if requested to do so.
- No one shall create a disturbance while in the Library or engage in harassment or disruptive behaviour including noisy or disorderly conduct, abusive or threatening language or actions.

- clients shall not behave in a way that intrudes upon the rights of others. Clients are prohibited from invading the privacy of other library clients, harassing the Library staff or clients.
- In the event of a fire alarm, clients must evacuate the building immediately and gather outside at one of the assembly points. At all times, clients must conform to the instructions from the members of the Building Emergency Organization and Security Personnel during an evacuation.

Any individual whose behaviour violates Library policies or otherwise misuses computer resources may lose computer privileges and library privileges including the right to enter or use the facilities, and may be escorted out of the library by security staff.

October 12, 2004