Mississippi Library Partnership Consortium
Guidelines for network use

1. Users may not engage in activities which will cause connectivity issues to the Integrated Library System (ILS) software, or which interfere with other users' access to computer and network resources.
2. Users may not attempt to circumvent system security or information protection mechanisms.
    a. Use of hacking techniques to uncover security loopholes or to circumvent network security and gain access to folders, databases, hardware, or other material on the network to which one is not authorized will not be tolerated.
3. Users must respect institutional data confidentiality and others' privacy.
    a. Attempts to gain unauthorized access to private information will be treated as violations of privacy, even if the information is publicly available through authorized means.
    b. Special access to information or other special computing privileges are to be used in the performance of official duties only. Information obtained through special privileges is to be treated as confidential.
    c. Users must comply with all laws related to patron privacy and must ensure that patron information found in the system is not used for any purposes other than official library business.
4. Users are responsible for all actions initiated from their login ID(s).
    a. Each user is assigned a personal login ID with a unique name associated with their patron or employee records.
    b. Users should not share access to their personal and departmental login ID with others.
    c. Passwords must be chosen in such a way that they cannot be easily guessed.
    d. Users should avoid storing on paper or in computer files their passwords or other information that could be used to gain access to other campus computing resources.
5. Access to the ILS systems and data contained therein is provided only to those officially associated with the Mississippi Library Partnership.