

## Walk-in Access to Electronic Resources – Acceptable Use Policy

By registering as a walk-in user you are agreeing to comply with the acceptable use conditions set out below. If you have any further questions about copyright or the license conditions in place for specific electronic resources, please consult a member of Learning Centre staff.

**All of the University's electronic resources are protected by copyright law and their contents may not be copied or otherwise reproduced without the explicit permission of the copyright holder.**

### *Pre-requisites to access*

- Users must agree to the terms and conditions laid out in this document, as well as those detailed in the University's [Electronic Communications Policy](#).
- Users must be 18 or over.
- Users must provide the forms of identification requested by the University and sign in each time they visit the Learning Centre to use the walk-in service.

### *What you can do*

- Access a range of the University's electronic resources from terminals housed within the Learning Centres.
- Use electronic resources for educational purposes (e.g., personal study or research).
- Save articles, images or other content onto a portable storage device such as a USB stick, and email content to yourself.

### *What you cannot do*

- Use any of the content retrieved from the University's electronic resources for commercial activities.
- Leave a walk-in computer logged in and unattended for any period of time during your visit.
- Share the usernames or passwords provided to you by the University with any other party.
- Share any materials retrieved from the University's electronic resources with other people, whether in print or electronic format.
- Download, store or transmit an excessive amount of content retrieved from the University's electronic resources.
- Use the network for unauthorised purposes. For more detail, refer to the [JANET Acceptable Use Policy](#).
- Access, transmit, store, print, promote or display offensive, obscene and indecent material, defamatory materials or materials likely to cause harassment, alarm or distress.

## Walk-in Access to Electronic Resources – Registration Form

Surname:

Forename:

Address:

Email address:

Telephone number:

- I am a member of Cardiff Public Libraries
- I am a student/staff member at Cardiff and Vale College (*delete as appropriate*)
- I am an ex- student/staff member at Cardiff Met (*delete as appropriate*)
  
- I am not a member of any of the above

### *Walk-in user declaration*

I confirm that I am at least 18 years of age and that the information given above is accurate and true. I hereby give my consent for Cardiff Metropolitan University to use this information to support and administer the walk-in user service in accordance with the 1998 Data Protection Act.

**I have read and understood the terms and conditions set out in the acceptable use policy (overleaf) and agree to comply with them.**

Signature:

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Date:

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### **For Library use only:**

Issuing staff member:

Time and date of issue:

1 form of ID supplied:

- |  |   |
|--|---|
| <input type="checkbox"/> Driving license | <input type="checkbox"/> University ID              |
| <input type="checkbox"/> Passport        | <input type="checkbox"/> Utility bill               |
| <input type="checkbox"/> Bank card       | <input type="checkbox"/> Other (please state) _____ |