

USF Federal Depository Library Internet Use Policy Service Guidelines for Government Information in Electronic Formats





The USF Tampa Library fully supports and endorses the 6th principle set forth in the Association of College and Research Libraries' (ACRL) "Intellectual Freedom Principles for Academic Libraries which is as follows:

"Open and unfiltered access to the Internet should be conveniently available to the academic community in a college or university library. Content filtering devices and content-based restrictions are a contradiction of the academic library mission to further research and learning through exposure to the broadest possible range of ideas and information. Such restrictions are a fundamental violation of intellectual freedom in academic libraries."





The "academic community" is defined as any person who enters the USF Tampa Library regardless of age.

Additionally, the USF Tampa Library provides access to all information provided through any agency of the Federal Government or the Federal Depository Library Program (FDLP) online. This information is available to the general public without fees as provided in Section 1911 of Title 44, United States Code. Online information from the Federal Government is provided to all users regardless of race, creed, ethnicity or disability.

The following policy guidelines are currently in place:

-  All of the public workstations that are located in the USF Tampa Library can be used for research and retrieval of government information in electronic format. There are six workstations in the Information Commons that are designated for public access that can be used by any patron who needs to locate government information. Patrons who are using one of these workstations for other purposes may be asked to relocate to another workstation if someone needs electronic access to government information. There is no log-in or sign-up sheet on any of the computer terminals and availability is on a first-come, first-served basis.
-  The USF Tampa Library staff is not equipped to instruct patrons on the use of computer equipment. It is strongly suggested that users be familiar with basic computer operation prior to visiting the department.
-  Those patrons in need of training on the use of online or electronic search interfaces should consult a reference staff member for instruction.
-  Web-based e-mail services are available to the public on the public access computers that are located in the Information Commons. Downloading of information is allowed provided the user brings their own storage disk (i.e. flash or "thumb" drive).

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-  No information, software or electronic files may be downloaded and stored on the Library computers' hard drives.
-  Fees for printouts of electronic information are currently \$.11 per page. In order to print copies of electronic government information, patrons will need to purchase a copy card, for the initial cost of \$1.00 (additional money can be added) or they must possess a valid USF ID that has a monetary balance.
-  Government documents reference service is available at the Information Commons Reference Desk, located on the first floor of the USF Tampa Library. Patrons may also submit a reference question by submitting an email to the USF Libraries [Ask a Librarian](#) service.
-  Any patron requiring access to government information, that is only available in CD or DVD format may request that the database be loaded so that they can use it. The Library will attempt to load the database for use within 24 hours, if possible. If a database requires software that the Library does not own or does not have immediate access to, the request to access the information may be delayed. In some instances, particularly if the database is DOS-based or if the data is in an unsupported format, it may be necessary to direct the patron to other resources.

The USF Tampa Campus Library Government Documents Department feels that children should be accompanied by a parent or adult at all times. Parents, not the USF Tampa Library, are responsible for the manner in which their children use the Library and its collection, including electronic resources and the Internet.

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