

Walk in User Code of Practice

When you register to become part of the Walk-in User Service, you will be asked to sign a Code of Practice, which will also become proof of your eligibility for the scheme. Where this document is mentioned, this refers to the signed hard copy of this Code, not the version replicated for information below.

1. The Walk-in User Service allows non-University of Nottingham Ningbo China staff and students (e.g. associates, external borrowers and visitors) to access a limited range of University electronic resources whose licences include the relevant clause. To ensure that the licence terms and conditions are met, the library requires that Walk-in Users read and agree to the Code of Practice.

- Keep this document safe as it is proof of your enrolment to the Walk-in User project
- You will be asked to present this document and sign a log on each visit. It is non-transferable between users.
- Inform a member of library staff immediately if you lose this document, or change your address or any other details.
- The time you are able to spend accessing the services may be limited at busy times
- The University shall have the right to terminate access by the Walk-in User to the computing services and facilities at any time, at its discretion.
- Resources may be used for educational purposes only.

2. Communications / work may be monitored by library staff as permitted by UK legislation.

The legislation allows the interception of network traffic without consent for purposes such as recording evidence of transactions, ensuring regulatory compliance, detecting crime or unauthorised use and ensuring the efficient operation of University communications systems. In cases where there is suspicion of criminal activity or gross misconduct, further investigation by authorised staff may result in the examination or seizure of any University owned computer equipment or media related to the suspected offence. Examination may include the opening and reading files or other data stores deemed relevant to the investigation. The University may disclose information to the Police or other authorities, as allowed by legislation, in the case of suspected criminal activity.

Work by the Walk-in User will be held on the University IT system and will be made available to library staff to ensure that the University fulfils its obligations under UK legislation and the [JANET security policy](#). In doing so, the University will observe at all times the data protection principles embodied in the [Data Protection Act 1998](#).

Data may also be used by library staff to monitor the service (e.g. usage patterns, key resources accessed) and for use in contributing to national statistical returns. Data will be held for a reasonable period of time in relation to current legislation.

Information will be used to keep in contact with Walk-in Users to inform them of service developments collate statistics on service usage.

Information will be kept securely for up to one year after a lapse of membership and used solely for the purposes outlined here. Personal information will not be shared with any third parties.

3. In the following paragraphs a Walk-in User is defined as any person who is not a currently registered student, faculty member or employee of the University and has been granted access to the University network.

In the following paragraphs any reference to computing services or facilities applies, where appropriate, to those which are available on systems run by the library. To be permitted to use University computing facilities, users are deemed to have read and be bound by this Code of Practice.

4. Rules for the use of University computing facilities by Walk-in Users:

- a) Users may only access the University network from dedicated PCs within Library premises.
- b) Users may only access those resources which are available to Walk-in Users.
- c) Users must not use or attempt to use any networked service accessed from the University for unauthorised purposes. Use of licensed services must comply with the license conditions. In particular, use of software/datasets licensed through CHEST must comply with the [CHEST Code of Conduct](#) and its associated [Copyright Acknowledgement](#).
- d) Users must not use electronic resources for commercial activities.
- e) Resources accessed electronically may be used for educational purposes only e.g. teaching and training staff and students, student course work, research activities, etc.
- f) Users must not damage University computer equipment or interfere with systems or any other user software housed on the University computer systems, for example by introducing viruses.
- g) Users must not use or attempt to use any network from the University for unauthorised purposes. In particular, the JANET network is subject to the [JANET Acceptable Use Policy](#).
- h) Users must not access, transmit, store, print, promote or display material that is: offensive, obscene and indecent (for example pornography); discriminatory on the grounds of sex, race, disability, religion/religious belief, age or sexual orientation; likely to incite hatred, terrorism or violence; defamatory; likely to cause harassment, alarm or distress.
- i) All computing use must comply with relevant legislation, in particular the [Data Protection Act \(1998\)](#), the [Human Rights Act \(1998\)](#), the [Copyright, Designs and Patents Act \(1988\)](#), the [Computer Misuse Act \(1990\)](#), the [Privacy and Electronic Communications \(EC Directive\) Regulations \(2003\)](#), and the [Freedom of Information Act \(2000\)](#).

5. Users of the University computing facilities that are found to be in breach of any rules will be denied further access to the University computing facilities and those resources made available to Walk-in Users.

6. Users also agree to abide by the guidance on conduct in libraries as outlined in Regulations governing the use of library and computer room/area facilities and services.

We ask that you respect the needs of all other users of the library and computer rooms, and treat library staff with respect and courtesy at all times. Please observe any signage and guidance on the use of mobile phones, and eating and drinking in the buildings.