



## **LIVINGSTON COUNTY HISTORIAN'S OFFICE**

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## **Computer Use Policy**

### **Purpose**

The purpose of this policy is to establish guidelines for guest use of County Historian's Office computer equipment and software with the goal of ensuring that such equipment and software are used in an appropriate and professional manner.

### **Policy**

Researchers may request certain resources that are only available as digital resources. The researcher must fill out a research form and then may be directed to the designated guest computer to view the requested items. The guest computer will only have access to pre-loaded resources.

The guest computer may also be used for brief online historical research, including accessing the County Historian's Online Index and other free historical research websites. Access to the Internet does not allow researchers to visit prohibited or illegal sites, personal social media accounts, or conduct any other online activity.

Guests may be asked to limit time on the guest computer if other researchers also require its use.

Print copies cannot be made from the guest computer. Please ask the clerk to assist with any obtaining any print or digital copies of materials or with any other questions.

**Attempts to install, connect, or modify computer hardware or software in any way is prohibited. This includes inserting thumb drives, CDs, DVDs, or any other electronic device.**