

IIUM Library Policy Document

**COMPUTER AND NETWORK USE
POLICY**

Document No.:
IIUM/204/POLICY/LIB/06

Effective Date:
22 February 2019

Version No.:
01



Identification Block

Name of Policy	COMPUTER AND NETWORK USE POLICY
Document Number	IIUM/204/POLICY/LIB/06
Policy applies to (Geographical scope)	<input checked="" type="checkbox"/> All Campus Libraries <input type="checkbox"/> Specific (Outline location, Campus, Organizational unit, etc.)
Policy Status	<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Revision of Existing Policy

Approval Authority	Senate, IIUM
Governing Authority	Library Committee, IIUM
Responsible Office/Custodian	Chief Librarian

Approval Date	22 February 2019
Effective Date	22 February 2019
Date of Last Revision	Not Applicable
Date of Next Policy Review*	22 February 2021 (Every two (2) years)

* Unless otherwise indicated, this policy will still apply beyond the review date.

Revision History

Requestor	Description	Submission date
The Library	<ul style="list-style-type: none"> • Review and rewrite policies following comments from Internal Audit 2018 	20 Dec 2018

Related Documents

Related Documents (Legislation, Policies, Procedures, and Guidelines)	<ul style="list-style-type: none"> • Library Services and Facilities Policy • ICT Regulation 2018 • Policy for IIUM Network Services • Policy for Responsible Use of ICT Resources (IIUM Student) • Procedure for Networking Services • Procedure for Wireless Networking
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1. PURPOSE AND OBJECTIVES

The objective of this document is to define the policy for International Islamic University Malaysia (IIUM) computer and network use services provided by the Library. This policy must be read together with documents issued by ITD.

2. DEFINITIONS, TERMS, ACRONYMS

Terms/Acronyms	Definition
ICT	Information and Communication Technology. ICT products and services are defined as all types of technology (data, voice, video, etc.) and associated resources which relate to the capture, storage, retrieval, transfer, communication or dissemination of information through the use of electronic.
ITD	Information Technology Division of the University
User	Students and staff of the University, and authorised users.

3. POLICY SCOPE/COVERAGE

This policy applies to the use of Library's ICT resources and network facilities by the library users within the Library premises.

4. POLICY STATEMENT

- 4.1 IIUM sets the policy on the acceptable use of ICT resources in respect with the provision of ICT resources, access to resources, regulations for responsible use, misuse of ICT facilities, entitlement, request and responsibilities.
- 4.2 Policy details on each of these aspects can be referred in the documents below at the ICT Rules at the ITD homepage:
 - a. Policy for Responsible Use of ICT Resources (IIUM Student); and
 - b. Policy for IIUM Network Services.

5. IMPLEMENTATION & NON-COMPLIANCE

- 5.1 The Library holds the responsibility for the implementation of this policy and shall take the necessary actions in the event of violation of this policy.
- 5.2 This policy is applicable to the Library users and any infringement of the policy may be subjected to disciplinary actions and any other actions deem necessary.



6. MAINTENANCE OF POLICY

The Library is responsible for the formulation and maintenance of this policy.

