The Research Library at the Getty Research Institute, including public access terminals in the GCI's Information Center, offers its users unfiltered Internet access. The Internet provides the Research Library with the opportunity to offer its users a wealth of material that is not available through its collections. The Internet is an unregulated medium and, as such, it offers information that may be inaccurate, incomplete, or dated; in some instances, material accessed through the Internet may be offensive or even illegal. Library users are encouraged to be critical consumers of these vast information resources.

**Illegal Content**

Accessing, viewing, and/or showing illegal content to others from any Research Library computer terminal is strictly prohibited and will result in disciplinary action, up to and including termination of employment or library privileges. Any employee with a complaint about illegal, obscene, and/or pornographic content seen on a Research Library computer monitor should follow the procedures for Harassment and Discrimination Complaints posted on GO. Any Reader with a complaint about illegal, obscene, and/or pornographic content seen on a Research Library computer monitor should contact Kathleen Salomon, Head, Library Services & Bibliography, x7482.

**Potentially Offensive Material**

Some content, especially visual images, on the Internet may be necessary for your work but, at the same time, it may be offensive to others even though it is not illegal, obscene, and/or pornographic content. The Research Library requires that all users be sensitive to the display of Internet material that might be offensive to others working in the area.

**Compliance with Getty Employment Policies**

This Internet Use Policy supplements all other Getty employment policies and procedures including the Getty's policy covering computer workstations and communication systems and the Getty's Policy Against Harassment. Getty employees shall comply with this Internet Use Policy and all other employee policies and procedures, all of which are posted on GO.

**Compliance with the Research Library's Guidelines for Plaza Readers, Stack Readers, and Extended Readers**

Public terminals are provided in the Research Library for online research purposes only. In addition to the Reader Guidelines, a copy of which each Reader has received and agreed to in writing as part of being given library privileges, Readers shall abide by the Research Library's Internet Use Policy.

While the Research Library does not provide Internet access for Readers other than at the public terminals, the library does allow its users to have computers in the library. All Readers shall abide by this Internet Use Policy when accessing and displaying content stored on computers. Failure to abide by the Internet Use Policy for both public terminals and computers used in the library will result in disciplinary action, up to and including termination of library privileges.
**Monitor Privacy Screens**

Public terminals and the monitors located in semi-private workstations are equipped with privacy screens. The screens reduce the possibility of unintended viewing of the information displayed on monitors by people working in the vicinity, but users should still be careful to avoid the inadvertent display of potentially offensive material. Privacy screens shall remain in place at all times.

**Precautions**

All library users, employees and Readers, must make sure that the web sites and content being viewed are either minimized or closed while you are away from the work area. As stated above, all other Getty Computer Usage Guidelines continue to apply including, without limitation, shutting the computer off when away from work and maintaining the confidentiality of your password.

**Internet Filtering**

Employees may request Internet filtering software to be installed on a computer workstation.