

CfA Video/Visualization Wall Access & Liability Policy

Privileges

- All individuals with a valid Harvard or SAO ID, and individuals with formal CfA intern, collaborator or visitor credentials may use the Video/Visualization Wall (hereafter the Wall).
- There are two types of access to the Wall:
 - a. Presenter - A Presenter may schedule time to use the PC or their own device to use the Wall for a presentation. A library (or CF) staff member will give them access to the PC, and no training is required.
 - b. Credentialed Users - Credentialed Users will be issued credentials and may schedule time and store files on the computer(s), while their credentials are valid; these can be either (or both):
 - PC User - A user that is given an account on the PC running Windows, and completes the requisite training.
 - Linux User - A user that is given an account on the Linux server, and completes the requisite training.
- All users will be required to schedule time on the Wall through the Library.
- Video/Visualization Wall privileges may be temporarily suspended if a user fails to return, renew, or acknowledge Wall accessories as lost for a protracted period of time.
- Video/Visualization Wall privileges may be permanently revoked if a user violates Wall liability or access policies.

Responsibilities

- Users of the Wall will not tamper with the hardware or change the system's configuration¹:
 - Users will not attempt to change any of the system cabling, or gain access to the inside of the electronic rack.
 - Users will not attempt to change the software configuration or disable any of the system protections.
- Users recognize that the Wall is an expensive community resource, and will seek help from knowledgeable individuals (library staff, CF help desk staff, or Sylvain) if anything seems to be not working properly.
- Like for all of CfA's IT resources, users will not share their credentials with others.
 - Receiving new credentials or renewing existing credentials is likely to take a few business days— all users must plan accordingly.
- Disk space on either machine is a limited and shared commodity:
 - It is not intended for long term storage;
 - Users will delete their files when they are no longer needed;
 - No PII or confidential information will be stored on either machines;
 - Users acknowledge that their files could be deleted without warning:
 - Disks are not backed up on either machine,
 - Files will typically be deleted after two months of disuse, or earlier if need be;
 - Users acknowledge that their files will be deleted upon expiration of their credentials.
- Users who foresee the need for specific software will request such software at least one week in advance of their scheduled time using the video wall:
 - Requests for software will need reasonable justification;
 - Users will not be granted elevated privileges (admin/root) - plan accordingly;
 - Users who need licensed software will have to cover any associated licensing costs.

¹ This includes the CF and the library staff, except individuals that have been trained and explicitly authorized.

Scheduling

- Scheduling time on the Wall will be initiated by emailing to `library@cfa.harvard.edu`;
 - a. Time on the Wall will generally be scheduled on a first come first served basis and in most cases limited to the library's regular hours of operation (9am - 5pm, weekdays).
 - b. Access to the Wall may be preempted or precluded by special events held in the library and/or the Perkin lobby.
- Library staff may determine the number of events to be operated simultaneously within the Library, and do not guarantee exclusive use of the Library while using the Wall.

Circulation

- Access to keyboard, mouse, etc will be given to Credentialed Users when scheduling their access to the Wall.

CfA Video Wall Liability Policy

Video/Visualization Wall users agree to abide by the Library's [Code of Conduct](#). The Library Code of Conduct states that abusive and/or destructive behavior in Library spaces is unacceptable— this Code of Conduct also applies to the Video/Visualization Wall located in the Library. In addition to the Code of Conduct, Wall users agree to the following statements:

- I accept full responsibility for my use of the Video/Visualization Wall - hereafter the Wall - and its peripherals.
- I am responsible for the cost of repairing or replacing any damaged components of the Wall.
- I have conducted an inspection of the Wall and all components appear to be functioning.
- I understand that any abuse of my Wall privileges or unauthorized sharing of my credentials may result in my ineligibility to use the Wall in the future.
- I understand that failure to return accessories checked out to me for my use of the Wall within the allotted or agreed upon time will be considered theft of Library property and appropriate action will be taken.
- I understand that I am not to perform any illegal activities with the Wall or any activities inconsistent with [Smithsonian](#) and [Harvard](#) acceptable use policies.
- I understand that if I perform any such illegal activities or unacceptable usage, I will be subject to the applicable disciplinary rules and regulations of the individual institutions and those of the State of Massachusetts.
- I agree that the Library shall not have any liability for any claims relating to the loss, damage or interception of any information, data, work product, or other material viewed, searched or stored on equipment associated with the Wall.
- I agree that the Library shall not have any liability for any claims relating to the use or functioning of the hardware or software included with the Wall.
- I understand that the Library's wireless network is not secure. Information sent from or to my device(s) can be possibly captured by anyone else with a wireless device(s) and the appropriate software.
- I understand that I am ultimately responsible for removing any data that I have loaded onto equipment associated with the Wall, that none of these data will be backed up, and that any data left on the device after my credentials expire will be deleted.
- I understand that the video wall computers are to be considered public and shared, and no PII or confidential data will be stored on them.