

GUIDELINES FOR USING THE COMPUTER LAB AT THE NEASE LIBRARY

- These facilities are for general use by ENC students, alumni, faculty, and staff. Lab patrons must show a **valid ENC identification upon request**.
- Lab patrons must **NOT** bring or consume **food or drink** in the computer lab.
- Do **NOT** use the printer as a copier.
- **Academic uses** of the computers have **priority** over E-mail and other recreational activity.
- **Save Your Work Often!** Files saved on local hard disks are not protected and are deleted automatically. Microlab is not responsible for lost or damaged information. Diskettes can be bought from the IRC on the ground floor of the Nease Library.
- Lab Patrons are expected to maintain a noise level conducive to an academic atmosphere. **Cell phone** use is **NOT** permitted in the computer lab. Cell phones and pagers should be turned off. Any conversations must be taken outside of the computer lab so other lab patrons are not disturbed. Students who are disruptive in any way will be asked to leave the lab.
- Do not leave any personal items unattended. Microlab is not responsible for personal belongings. If an item or a disk is found, please hand it to the User Consultant and it will be placed in the Lost and Found box in the Consultant's Area. Please check with the user consultant if you have lost a disk or any other item.
- Lab Patrons must promptly relinquish their workstations for scheduled classes or upon the request by a Microlab staff.
- Students are **NOT PERMITTED** to load or remove any software on the PC's in the labs. Unauthorized copying and or installing of unauthorized software is not permitted.
- Utilization of this facility for illegal purposes is strictly prohibited. Illegal activities, such as producing illegal materials and plagiarism, will be reported to the proper authorities.
- If a lab patron leaves a workstation unoccupied for more than 15 minutes, their computer will be given to the next person waiting. Microlab is not responsible for any lost or damaged work.
- Please help us maintain a neat and clean lab. All students are responsible for keeping their PC area NEAT and CLEAN. Place all trash in the wastebasket.
- Lab patrons are to complete their work and leave the Computer Lab area 10 minutes before the Nease Library closing time. Consultant will inform you 15 minutes prior to the closing time. Please check the library hours.
- All used paper is to be placed in the blue plastic receptacles in the lab for recycling.
- Report all hardware and software problems to the User Consultant on duty or notify the Help Desk at Ext. 3727.
- If you have any questions, please do not hesitate to contact one of our User Consultants. Our friendly staff will be more than happy to assist you in any way possible.
- Be respectful of yourself, others and of the equipment.

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