

## Gee Library NEXUS (Computer Lab) Policies

You must be a currently enrolled student, faculty, or staff to use the computers in the Nexus.

1. Any use of university computer facilities must be connected with the university's education mission. The computers in the lab are intended to support students in their coursework. If a person is using a computer for non-coursework related purposes, such as personal e-mail, surfing the Internet, or playing games, he or she may be asked to relinquish the computer to someone with a pressing academic need.
2. Any use of the university computer facilities must comply with any state and federal statutes which apply including those which involve computer or software use.
3. **In order to promote an environment conducive to study, research, and other academic endeavors, the NEXUS (Computer Lab) is designated as a "quiet area" of the Library. This policy will be strictly enforced and is in accordance with University rules stated in the student guidebook.** Verbal cell phone conversations are not allowed in the Nexus. Please be mindful of your fellow students and take your group conversations to the Bistro area.
4. Students may be logged in to only one computer at a time. You may not use your logon to provide access to computers for non-university patrons.
5. Community members may use the labeled "Public Access Computer". If others are waiting to use the "Public Access Computer" you may be asked to relinquish the computer after a period of time deemed reasonable by Library staff. Community members must be 18 years or older to use the "Public Access Computer".
6. No addition, modification, copying or deletion of software on a university computer may be carried out without permission by the university authority in charge of that facility.
7. Groups may be accommodated with access to group study rooms or the study dens. Inquire at the Customer Service Desk to reserve a study room or study den.
8. Laptops and private study rooms are available for students who must bring infants or small children to the library.
9. Food and drinks are discouraged around the computers. You may consume food and drinks in other parts of the library.
10. If there is a problem with a computer or printer, bring it to the attention of the lab monitor immediately rather than attempting to solve the problem yourself.
11. Six computers in the NEXUS (Computer Lab) have specialized software such as SPSS, Jaws, and Pro Docs for the use of students who require these specific applications. These computers are labeled. If another student needs to use one of these programs, you may be asked to move to a different available computer.