The Work/Study lab (Library Resource Center 532B) is open to all Xavier University students on a first-come, first-served basis. The Center reserves the right to require students to justify their use of the facility's equipment to determine whether a valid academic reason (i.e., research, assignment, project) exists for particular types of activities such as Internet access to non-university sites. We also reserve the right to ask anyone who is disrespectful of others to leave the Lab.

**GENERAL POLICIES AND PROCEDURES**

- Sign in and out at the sign-in station when using the Work/Study Computer lab. You must present a current Xavier ID to use the lab.
- Do not change the computer's settings or file locations.
- Do not smoke, eat, drink, or talk loudly in the lab. Socializing and loitering are not allowed in the Lab.
- Handle all equipment carefully and appropriately. Report any equipment problems immediately to the Computer Lab Manager or Assistants. Do not attempt to fix it yourself.
- You may not reserve a computer. Once you leave the lab the computer will become available to the next person. It is unwise to leave any unfinished or unsaved work in memory.
- Remove all personal files from the hard disk at the conclusion of your work session.
- Be sure to clean up your work area. Remove all items brought into the lab. Discard trash in the proper receptacles.
- Xavier ID is required to check out headphones and CDs.
- No application software may be copied from the lab computers. Software is protected by copyright laws and unauthorized duplication is prohibited.
- No application software may be copied from the lab computers. Software is protected by copyright laws and unauthorized duplication is prohibited.
- You may not reserve a computer. Once you leave the lab the computer will become available to the next person. It is unwise to leave any unfinished or unsaved work in memory.
- Remove all personal files from the hard disk at the conclusion of your work session.
- Be sure to clean up your work area. Remove all items brought into the lab. Discard trash in the proper receptacles.
- Xavier ID is required to check out headphones and CDs.
- No application software may be copied from the lab computers. Software is protected by copyright laws and unauthorized duplication is prohibited.
- No application software may be copied from the lab computers. Software is protected by copyright laws and unauthorized duplication is prohibited.
- The Lab Manager and Assistants have a general knowledge of the software available in this lab. Limited assistance in the use of the software is available as staff time permits.

**INTERNET USAGE**

- Users must adhere to the University's Network Use Policy. ([http://www.xula.edu/downloads/policies/network-use-policy.html](http://www.xula.edu/downloads/policies/network-use-policy.html))
- The Center reserves the right to determine if a site is appropriate for public viewing.
- Users violating these guidelines will be advised of the Center’s policy and requested to comply.
- Users who continue to violate these guidelines will lose their lab privileges.
- We do not recommend conducting financial transactions using a credit card on public Internet computers. If you choose to do so, it is at your own risk.

**COST**

- Single sided printing - 05¢ per page (letter or legal); 10¢ per page (11x17).
- Double sided printing - letter or legal - 10¢ per page (05¢ per side); 11x17 - 20¢ per page (10¢ per side).
- Print card $1.00 (25 printouts - letter or legal).
- The printing account you have in the other computer labs on campus does not extend to this lab.
- No cost to use the scanner.
- No cost for recycled 3 ½ floppy disks (while supplies last).

**SOFTWARE**

- You must fill out a software installation request form. Please note the software must serve a valid academic purpose.
- Only licensed copies of application software (original disks or CDs) will be loaded on the computers. We require a minimum of five working days lead time to install software.
- The Center forbids the unauthorized reproduction of software or use of illegally obtained software.

**SCANNER**

- Self-serve scanning
- 60 minutes per day limit

*These policies are subject to change as circumstances and experience dictate.

June 28, 2004