



INFORMATION SERVICES DEPARTMENT: NON-CSU WORKSTATION GUIDELINES

1. Workstations designated for Non-CSU¹ use are on a first- come, first-served basis; however, currently enrolled CSU students have priority.
2. Must present a current picture ID & sign the guest register before being logged on (multiple users may not share the same log-in session).
3. Non-CSU users under 13 must be accompanied & directly supervised by an adult.
4. When the user leaves the library they must log off the computer & upon returning speak with the reference staff to log on again.
5. Printing will be 10¢/page, payable at the Circulation Desk. Check cards may be used for payments of a \$1 or more.
6. A waiting list system will be implemented when all are in use. Persons on the waiting list must be near the workstations when they become available.
7. Users may not install, delete files/programs, or change the physical configuration of the workstations.
8. Patrons are responsible for choosing appropriate websites to search on the Internet. The *CSU Appropriate Information Systems Use Policy*² prohibits viewing offensive material in a public setting.
9. The *CSU Appropriate Information Systems Use Policy* prohibits using the University's computing resources for personal gain, e.g., unauthorized work for profit with University resources.
10. Failure to adhere to these policies will result in the loss of library privileges. Patrons will be warned once & staff will document the warning in an incident log. Another violation will result in University Police banning the policy violator from the library.

¹ Non-CSU patrons are those not currently enrolled as a student or employed at CSU.

² https://infosec.columbusstate.edu/securitypolicies/appropriate_information_systems_use_policy.pdf