



INFORMATION SERVICES DEPARTMENT: NON-CSU WORKSTATION GUIDELINES

1. Workstations designated for Non-CSU¹ use are on a first- come, first-served basis; however, 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. Logging-on during the Fall & Spring semesters will be available:
Monday-Thursday 7:30am-9:45pm **Friday** 8:00am-4:45pm
Saturday 1:00-5:45pm **Sunday** 2:00-9:45pm.
(Hours vary during break periods & summer sessions.)
4. Non-CSU users under 13 must be accompanied & directly supervised by an adult.
5. Each workstation will be equipped with a one hour time-expiration prompt & will be limited to a total of two hours/day.

Exceptions: (1) May exceed two hours, Sunday–Thursday, from 8:00 pm-9:45pm; (2) Case-by-case basis, e.g., a research project.
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. Printing will be 10¢/page, payable at the Circulation Desk.
8. Users may not install, delete files/programs or change the physical configuration of the workstations.
9. Patrons are responsible for choosing appropriate websites to search on the Internet. The *CSU Acceptable Use Policy*² prohibits viewing offensive material in a public setting.
10. The *CSU Acceptable Use Policy* prohibits using the University’s computing resources for personal gain, e.g., unauthorized work for profit with University resources.
11. Only CSU staff, faculty & students can access the library’s wireless network. If a non-CSU patron would like access to the wireless network, send him/her to the CSU Help Desk, Monday–Friday from 8AM to 5PM. The Help Desk staff will then follow the UITS internal procedures to allow or not allow such access (wireless access is not guaranteed & cannot be processed immediately)³.
12. 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 <http://uits.colstate.edu/policies.asp>

³ Requests outside the normal hours, email UITS at: helpdesk@columbusstate.edu.