

Procedures for Use of Library Equipment

Public computers in the library

- Public computers are for the use of all students, for any purpose, during regular library hours.

- Exceptions include:

If a computer is used to view material that is offensive to another library patron, senior library staff reserves the right to ask the patron viewing such material to shut down his or her computer.

If special software has been loaded onto a computer, that computer will be “reserved” for students needing to use that software for a class assignment. Students using the reserved computer will be able to sign up for 2-hour time blocks. The sign-up sheet is first come, first served. Students can also make advance appointments. Only senior staff may schedule appointments.

Computers in the Academic Services Center are reserved for assessment testing. However, if these computers are not in use, all students may use them for research. The computers do not have printing capability.

The iMac and HP computers by the entrance to the Academic Services Center are reserved for students in the Intelligence Program, and for students who need to burn video to a DVD (for class projects only). However, if these computers are not in use, all students may use them for research. These computers do not have printing capability.

- Presently, SPSS is not loaded onto any library computer. This software is available in the Academic Computing Center (ACC) lab in the basement of the Main Hall.
- Computers for after-hours use are available in the Cyber Café, in the basement of the Main Hall.
- If a public computer is “logged off” of the network, try restarting the computer. If this does not work, call Technology Services (extension 9811). All Technology Services requests must be copied to Shirley Butler (extension 9353).

Printers/Copiers

- The library has one copier and one copier/printer. Both stations accept DAC cards.
- Printing/copying is 10 cents per page.

- Students may purchase/add money to their DAC cards at the value station in room 103. The value station only accepts bills, and does not give change. If possible, we will provide small bills in exchange for larger bills and/or coins, but we cannot guarantee to students that we will always have change.
- Problems with DAC cards should be addressed by offering the student a DAC refund form (located at the reserves desk). The library cannot provide cash refunds for defective cards.
- The username and password for the Pharos printing station is **pharos**. Most problems with the printing station can be solved by restarting the system.
- The first point of contact for printing problems involving the network is Technology Services (extension 9811). Reminder: All Technology Services requests must be copied to Shirley Butler (extension 9353). If printing/copying problems are mechanical in nature, staff should call UBM (the service number is located on the front of the copiers).

Fax machine

- Students may request to use the fax machine for local faxes. The library does not send long distance faxes. The fax number is 202-884-9241.

Headphones

- The library currently owns 3 pairs of headphones, for in-library use only. These must be checked out and in using the Voyager circulation system.

Viewing Rooms (for video viewing)

- Any library patron may request the use of a viewing room in order to view a video or DVD on reserve for a class assignment. Viewing room keys are checked in and out using the Voyager circulation system.
- Student workers may check out the viewing room keys to any patron, provided that the room is not already reserved for students who are using a camera. Student workers should check the “Room/Camera Reservations” schedule (located by the calendar on the reference desk) to make sure the room is free.

Faculty/class projects involving cameras

- Faculty may request a basic instructional session on the use of video camera equipment. Appointments must be made for instructional sessions at least one week in advance for individual sessions, and at least three weeks in advance for group sessions.
- Class assignments involving the use of video camera equipment must be given to students at least one month before the due date. The library has limited resources, and

video equipment is fragile. As of August 2008, the library owns two reliable cameras (one mini-DVD and one VHS). Students will need ample time to set up a camera/room reservation, and to troubleshoot, if necessary.

- Senior library staff will help students troubleshoot if equipment failure occurs, but only up to reasonable expectations.
- In the event of video equipment failure, the library will provide a form for students and instructors. Copies of this form can be found by the receipt book at the reference desk.
- Under no circumstances will library staff act as “camera operator” / film students’ work for them.
- Only senior library staff may make room/camera reservations.
- Room/camera reservations are made in 2-hour time blocks, and all equipment must be checked out/checked in using the Voyager circulation system. All camera equipment must be checked in one hour before closing time. For example, no reservations will be made following 7 p.m. on weekdays, 2 p.m. on Saturdays, and 6 p.m. on Sundays.