

THE
LeMoyné-Owen
 COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: Computer Use (Library)	Effective Date: July 1, 2011	Policy Number: 01-2-004
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority:	

I. Purpose and statement of operational policy underlying the procedure.

Guide registered students in fair and equitable use of computers and information resources. Students are given priority in the use of computer workstations for research and learning.

II. Applicability/Scope

Students, faculty, alumni, and other off campus users.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Library Staff	All users must sign in to use computers.	On-going
Library Staff	Publish and post laptop loan agreement.	Beginning of each semester.
Library Staff	Library staff cannot load special software on student workstations.	On-going/unauthorized
Library Staff	Post electronic use guidelines	On-going.
Users	Use computers responsibly.	On-going.

IV. Related policies/References for more information

Authorizing Official: <u>Barbara A. Frank</u>	Authorization Date: <u>OCT 06 2011</u>
Title: <u>Vice President/Chief Academic Officer</u>	