

Faculty Resource Center Usage Policies

- Please sign in when using the room at the Multimedia Lab desk.
- Computers are to be used for faculty use only.
- Faculty are encouraged to ask for any assistance they may need in the form of resources the library can provide.
- Faculty must be a currently employed faculty member of Central Texas College.
- Users must provide current CTC or government issued picture I.D.
- Because of fire code restrictions, the maximum room capacity is five (5) people.
- Currently there is no time limit for the use of the room.
- The room is available on a first come, first use basis.
- The room computers will need to be shut down 15 minutes prior to library closing.
- Please dispose of any trash in the appropriate receptacles.
- The computers should have full access to wireless internet; if not, please ask for assistance.
- Any item saved on the computer should still be available after logging off. However, please remember that while you can retrieve any work done, others can retrieve the same work.
- Use of cell phones is permitted, but please use discretion and consideration for others in the room. There also is a phone in the room for local calls only.
- Please do not leave personal items unattended in the room, as there is no guarantee of their safety.
- Library and other CTC staff can ask for a picture ID of any patron in the library. Failure to provide an ID can result in the person being asked to leave the library.
- Library and other CTC staff are authorized to request and require compliance with these procedures.
- Non-compliance with staff's requests can result in a request for assistance from campus police, and/or loss of room and/or library privileges.

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