

## MULTIMEDIA LAB POLICY

The library has more than 30 computers available for use. Priority is given to patrons with a library activated CTC ID card. Laptops and iPads are also available for in-house check out for three hours at a time. The lab policies are as follows:

1. Pornography is not permitted.
2. The Lab closes 15 minutes before the library closes.
3. Printing is .25 cents per page and color is 50 centers per page. Double-sided printing counts as two pages.
4. Students may be asked to change computer stations anytime by library staff.
5. All unauthorized downloads are deleted each night.
6. All equipment and software is checked out on a first-come basis.
7. Children under the age of 16 are not permitted in the Lab; with or without an adult.
8. No food or drink.
9. College personnel/ system administrators may review files and communications to maintain computer system integrity and to ensure that users are using the system responsibly.

## COMPUTER USE POLICY

**By requesting to use computer the patron agrees to follow the CTCD guidelines for acceptable use.**

1. Patron is required to have a CTC ID or Government Issued ID in order to use computer.
2. No Cell Phone use, drinking, or eating in Computer Lab
3. Do Not attempt to alter computer system settings or to bypass, compromise or violate CTC network security.
4. Use of computers to display, disseminate or download sexually explicit/suggestive material is prohibited.
5. Respect other lab users and keep the lab as quiet as possible (even if using headphones, keep the volume **LOW**).
6. Observe all copyright laws.
7. Bring any issues of equipment, software or network problems to the attention of the lab assistant at the desk.
8. Patrons may not install or download any software or applications.

**Violation of these guidelines may result in patron campus computer privileges being revoked and/or other disciplinary action may be taken.**

## **Laptop Check-out Policies ( In-house use only)**

1. Students, faculty and staff of CTC, as well as, public patrons may check-out laptops.
2. Anyone checking out laptops must have a valid CTC ID or valid government issued ID.
3. Laptops will circulate for three hours and may be renewed if demand permits.
4. Anything saved to the hard drive will be automatically cleared when laptops are turned off.
5. Files may be saved to a usb or thumb drive, or emailed as an attachment.
6. Laptops may be used in the library only, and may not be taken outside.
7. Any laptop that is 24 hours overdue will be declared lost, and a total charge of \$1200.00 will be billed to the patrons account.
8. If the laptop is returned in good condition, the total charge and processing charge may be forgiven. You are responsible for any damage fee of up to \$1200.00. Also, you will be charged \$1200.00 if a laptop is reported missing or stolen while checked out to your account.

## **Laptop Loan Policies**

### **Checking Out Loanable Technology**

- Policies for Multimedia Lab and for computer usage apply to laptop usage as well.
- You are required to present a current student CTC ID at the Multimedia Desk to borrow equipment. Other forms of ID are not accepted.
- Laptops are available to loan to CTC students, faculty and staff only.
- No proxy forms may be used. Laptops are not allowed to be checked out on behalf of other individuals, campus groups, units, or departments. The patron who checks out the laptop is solely responsible for any and all fees and fines associated with the laptop.
- No equipment will be checked out to any persons with overdue items or fees.
- Staff will inspect the equipment for damage before it is borrowed and when it is returned. Users are required to report any problems experienced with the equipment during their borrowing period.

The patron agrees to return the laptop on time in the same operating condition as when it was borrowed, including all peripherals and accessories. If the laptop is returned damaged or incomplete, the following charges will apply: A charge of \$50 will be assessed for each lost power cord and for a lost battery. Damage charges will be assessed based on the actual repair costs, per IT.

- If the patron fails to return the laptop at all, or if the laptop is returned too damaged to be repaired, the patron will be billed the entire replacement cost of the laptop, which is **\$1,200.00-2,000.00**, depending on the model loaned.
- A patron who returns a laptop damaged or incomplete, or who fails to return it will also have his or her borrowing privileges suspended, and a hold will be placed on his or her student account preventing him or her from receiving grades or transcripts, from registering for classes and/or from graduating, until damages and/or lost fees are paid in full.
- Return equipment to the Multimedia Desk. The Library is not responsible for equipment left unattended.
- By checking out the equipment, you accept responsibility for repair/replacement of items that are lost, stolen, or damaged.
- You will abide by the Central Texas College XIII. Computer Usage section of the [Student Handbook](#).
- The Library is not responsible for lost data. **ALL** data is automatically deleted when the equipment is returned.
- Users need to save their data to a personal flash drive or cloud storage. **Do not** save anything to the laptop's "C" drive; it will be deleted once the laptop is powered off or restarted by the user or after performing automatic Maintenance Mode. The library does not assume responsibility for user's data.

### **Loan Period**

- The standard loan period for equipment is 7 days. Patrons will bring back the laptop each week to renew for additional time as needed. Laptops can be renewed IF 1) there is no waitlist and 2) up until the end of the semester or until the patron is no longer actively enrolled in classes. The ability to renew is not guaranteed.
- Laptops are due back to the Service Desk one hour before the library closing time.
- Equipment is available on a first-come, first-served basis and may not be reserved or held for individual or class use.
- Some equipment, such as laptops and iPads, are limited to one check out at a time.
- There is a 24-hour turnaround time for maintenance on the returned iPads. There is a 3-hour turnaround time for maintenance on the returned laptops.

### **Overdue, Lost or Damaged Material**

You are responsible for returning all items borrowed with your CTC ID card by their due date. When an item becomes overdue, borrowing privileges will be blocked until the item is returned. After 7 days, unreturned equipment will be considered stolen or lost.

**Charges for full replacement value will be imposed.** Campus Police will be notified and an investigation may be initiated.

- Damaged equipment or accessories will be evaluated to determine if the item can be repaired or a new one must be ordered.

Lost equipment and lost ID cards should be reported as soon as possible to a staff member at the appropriate service desk. As soon as the Library determines that an item is lost, the user will be sent a bill for the cost of replacement. Items are evaluated to determine if the item can be repaired or a new one must be ordered. The user is billed for a damaged item at a fee determined by CTC staff.

**The Library will not be responsible for damage done to users' external storage media or non-Library multimedia/computer equipment used with Library equipment.**

Attempts to damage and/or alter college equipment or software is a violation of college policy. Violators of this policy are subject to disciplinary action as prescribed in the student handbook and employee handbooks.

### **Saving Files, Personal Data & Information**

- Users must provide their own digital media for storage.
- Users may not download executable files to the hard drive of laptops.
- Any additional apps or media purchased by the user during the loan period must be made with the user's own funds, and are not the responsibility of the Library.
- The Library is not responsible for any information the user puts on or leaves on our equipment. Any data or documents saved to the laptop by the user during the loan period will be permanently erased during the restore process.

## **COMPUTER ETHICS GUIDELINES**

Thousands of users share CTCD computing resources daily. Everyone must use these resources responsibly since misuse by even a few individuals has the potential to disrupt CTCD business or the work of others. Therefore, you must exercise ethical behavior when using CTCD resources.

CTCD resources include mainframe computers, minicomputers, microcomputers, networks (WIFI), software, data, facilities and related supplies.

Anyone discovered misusing or abusing CTC computers or guidelines for computer use will be subject to college disciplinary action and/or arrest if the action violates federal, state or local law. Reports of use of CTC computer systems and/or personal computer systems in which the content in and of itself offends another person may be grounds for administrative disciplinary action.