GRADUATE COMPUTER ROOM USE POLICY

J.E. & L.E. Mabee Library has two rooms on the first floor (103 and 105) available for graduate student use. These rooms may be used by any student in graduate, doctoral, or professional studies for writing, research, or study. The rooms, however, are not meant for use as collaborative or group study space. For that purpose, all students are encouraged to use group study rooms on the second floor.

Room 233, also maintained by the library, is specifically reserved for **doctoral** students.

Rooms 103 and 105 each have four computers loaded with software packages needed by graduate students. Borrow keys to the rooms from the Circulation Desk; all keys are expected to be returned on time. There should be no more than five students in each room at any time (each with his/her own key).

Students may not allow others who have not checked out keys into the rooms, nor may students bring non-graduate students (including friends or family) into the rooms. Use of these rooms by individuals other than UIW graduate students is prohibited.

No food or drink is allowed in the rooms. Please finish meals before checking out keys. Students found eating in these rooms will forfeit their privilege to use the rooms for the balance of the day.

No tutoring, training or testing is allowed in the Graduate Computer Rooms. Tutoring and training sessions for graduate students are held in Room 248. Please check the GSC website for details: http://www.uiw.edu/gsc/gscpeermentoring.html.

Although we do not actively monitor computer activity, computer use is for research purposes only. All students may use computers in the large computer lab or the Media Center for personal purposes (Facebook, chat, email, etc.) while keeping within the bounds of the University Computer Use Policy (http://www.uiw.edu/technology/policies-procedures/responsible-use-of-computing-resources/).

Doors to all graduate computer rooms should be closed and locked at all times. This practice will ensure that non-graduate students do not use the rooms. If there is a problem in the room – air temperature, for example – please report it to the Circulation Desk.

Students violating this policy may lose their privileges to use the rooms.

UNIVERSITY OF THE INCARNATE WORD.
J.E. & L.E. MABEE LIBRARY