Cañada College Library / Learning Center Guidelines

The purpose of computer workstations and laptops in the Cañada Library and Learning Center is to support the academic and instructional programs of the San Mateo County Community College District. All Library/Learning Center users are expected to conduct themselves in a manner that is conducive to the maintenance of a study atmosphere for others. **Please be respectful and mindful of others.**

Everyone who uses a Cañada Library or Learning Center computer is expected to adhere to the following guidelines:

1. Respect Library/Learning Center priorities and guidelines for use of computer workstations.
2. Comply with Library/Learning Center staff directives related to computers and related equipment.
3. Respect all computer and software copyrights and license agreements.
4. Respect the integrity of the Library and Learning Center computing systems.
5. Respect the privacy of other computer users.
6. Users are not permitted to make changes to computer settings or configurations.
7. Users may not install software on Library/Learning Center computers or peripheral equipment.
8. Users may not download/upload, save, or otherwise transfer files to the C: Drive (hard drive).
9. Creating and/or displaying threatening, obscene, racist, sexist, pornographic, or harassing material is not allowed.
10. Broadcasting of unsolicited email messages (SPAM) or creating and distributing email for personal financial purposes or gain is prohibited.
11. All computer users are expected to conduct themselves in a manner that is conducive to the maintenance of a study atmosphere for others.

Users who fail to comply with the guidelines stated in this policy **may be asked to relinquish their computer and may be barred from using the Library or Learning Center computers in the future.**

Students directly working on course-related assignments and other library/research activities have first priority. **To this end, we ask that you limit non-academic use of Library and Learning Center <u>computers</u> to non-busy times.**

Talking on cell phones is not allowed in the Library or Learning Center. Please set your cell phones to vibrate mode, and step outside to take a call.

No Food or Drink Allowed in the Library or Learning Center.
(Beverages in a re-sealable container are OK.)