

Computer Lab Policy Julia Tutwiler Library

Hours of Operation:	Monday	8:00 A.M.	to	11:00 P.M.
	Tuesday	8:00 A.M.	to	11:00 P.M.
	Wednesday	8:00 A.M.	to	11:00 P.M.
	Thursday	8:00 A.M.	to	11:00 P.M.
	Friday	8:00 A.M.	to	5:00 P.M.
	Saturday	9:30 A.M.	to	4:00 P.M.
	Sunday	4:00 P.M.	to	11:00 P.M.

Unless Otherwise Posted

Contact Person: General Information, Library Reference Desk (205) 652-3613

Reserving Lab: Lea Neuhauser (205) 652-3611 lneuhauser@uwa.edu

Problems: Martha Shirley (205) 652-3615 mshirley@uwa.edu

UWA student labs are provided to enhance the university mission by supporting learning, discovery, and service to its students. The following computer lab policy applies to all UWA computer labs.

1. Use of general purpose student computer labs is on a first-come first-serve basis. During high demand periods, the University may impose time limitations on use.
2. The library will have priority for scheduling bibliographic instruction in the lab. Faculty and staff may schedule the lab for instructional purposes. If no formal instruction is scheduled, the lab may be used by UWA faculty, staff, and students for any legal purpose which does not conflict with the UWA policy. The lab is not open for use by the general public except with permission of the librarian in charge.
3. No children are allowed in the computer lab.
4. U.S. Copyright Law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principle of "fair use." Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder, except as permitted by the principle of "fair use." Any responsibility for the consequences of copyright infringement lies with the user.
5. Lab users will be respectful of others and will not make unnecessary noise and distractions. Low conversations that are not disturbing to others are permitted. Loud talking and behavior is not permitted.
6. Users must not intentionally disrupt the campus computing system or obstruct the work of others users, including sending chain letters or blanket e-mails messages, or knowingly consuming inordinately large amounts of systems resources.

7. Any kind of misconduct or behavior, which is intended to denigrate, threaten or harm others, will not be tolerated.
8. Abusive language, posted materials or behavior based upon race, color, national origin, religion, sexual orientation, age, physical or mental status, or veteran status will not be tolerated. Publicly visible areas may not contain discriminatory materials.
9. Use of Library computers for gambling, commercial gain, or private profit is prohibited.
10. Hacking or uninvited entry into files belonging to individuals, businesses, organizations, or groups is prohibited.
11. Users shall be respectful of lab equipment and facilities. This includes both physical damage and destruction or defacing of or damage to furniture, equipment, software, or data belonging to the library. This specifically includes the creation or dissemination of viruses, worms, or any other destructive program.
12. Eating, drinking, smoking, and chewing tobacco is prohibited.
13. When leaving the laboratory, users are expected to clean work areas by removing papers, disks, books, and any other items of personal property.
14. Pets are not allowed in computer labs, unless certifies as service animals.
15. Misusing of computer software: University of West Alabama is the licensee of many computer software packages that are protected by copyright laws. Students must not copy any computer software program or data protected by copyright or by special license. Students must not damage, alter, or remove any software package in the computer lab. Students must not access another person's data or text files without proper permission.
16. Reading, duplicating, copying, removing, or any other unauthorized or misuse of a document, record, book, ledger, file printout, tape, cartridge, disc, key, or any property maintained by any individual(s) or department(s) of the University is strictly prohibited.
17. Absolutely no outside software may be copied onto the hard disk of any computer in the computer labs.
18. Working documents must be saved on disks or the temporary drive available in all labs.
19. The installation of any software onto a lab computer is prohibited.
20. Misusing of computer Hardware: University of West Alabama is the owner of all the hardware equipment residing in the computer labs. Students must not damage or pilfer any hardware equipment.

21. Users should not change the configuration settings on the hardware or software.
22. Users are liable for the misuse of any hardware, software, or equipment residing in the computer labs.
23. Equipment and cables are to be moved only by authorized personnel.
24. It is sometime necessary to reserve a computer lab facility for instructional purposes. Every effort will be made to inform facility users ahead of time of such reservations. However, the University reserves the right to close a facility to users at short notice to accommodate instructional needs.
25. Posted lab hours will be enforced. Users of the University of West Alabama computer labs are expected to plan their work with the lab schedule in mind and to leave promptly at the published closing time.
26. All users of the University's Internet connection agree not to hold the Julia Tutwiler library responsible for any and all claims, losses, damages, obligations, or liabilities directly or indirectly related to the use of the internet or caused thereby or arising there from.
27. Users who violate UWA Computer Lab Policies will be asked to leave UWA Computer Labs.
28. Repeated or serious violations of Computer Lab Policies could result in the loss of computer lab privileges.
29. Illegal acts involving Library computes will be dealt with in a serious and appropriate manner. Library computer privileges may be jeopardized, and illegal acts may also be subject to prosecution by local, state, and federal authorities.