



## LBJ School of Public Affairs Student Microcomputer Lab

### Guidelines for Acceptable Use

As of August 15, 2006, the LBJ School of Public Affairs Student Microcomputer Lab (LBJ Lab) is located in the southeastern portion of the Public Affairs Library (SRH 3.247) on the second floor of Sid Richardson Hall Unit 3.

Following are the acceptable use guidelines for this facility.

LBJ students, faculty and staff may use the LBJ Lab. Use of the LBJ Lab is a privilege, not a right. This space is shared between the School and the Public Affairs Library (PAL) and you are expected to use the space with courtesy, respect and integrity.

The LBJ Lab is located within the confines of the PAL, and is available to authorized users 24 hours a day. Access to the lab is limited by the use of an electronic access card reader when the PAL is not staffed (e.g. nights, weekends, holidays). The same access card opens both the PAL door and the SRH Unit 3 east exterior door.

The card reader is located to the right of the glass doors going into the PAL on the second floor. When using your access card to enter the PAL, be sure that the door closes securely behind you. To exit the PAL when the doors are locked, press the red exit button (to your right as you are exiting).

Each person using the LBJ Lab during non-PAL staffed hours must be in possession of their access card and their UT identification card at all times. If you lose your access card a replacement may be requested from the LBJ School's IT and Media Services group (SRH 3.306).

You must logon to the LBJ Lab computers using your UT EID and UT EID password. You are not permitted to store files on the LBJ Lab computers. You are responsible for the use of your computer account and the activities performed under that account so it is important to logout when you have finished your session.

LBJ students are permitted to print to laser printers located in SRH 3.247a. You are expected to be efficient and to conserve printing resources whenever possible. Preview your documents using the software's print preview function before sending them to the printer and pick up any documents you print. Please keep the printing area clean by properly disposing of extra paper, staples, and other waste.

Food is not permitted in the PAL. Drinks are permitted in spillproof containers and bottles with tops. Please clean up after yourself.

Library materials may not be checked out or removed from the library during non-PAL staffed hours. You may not go into areas that are restricted to library staff.