Who May Use the Computers? *
- Anyone may use the UNM-Taos Library computers. We are a community college and therefore, the library is open to the community.

*Anyone who is not able to follow Library Policy may not use the Computers.

What are the Library Policies?
- Computers are available on a first-come, first-serve basis.
- **Current students, faculty, staff, & alumni have priority.** As space is available, patrons who can demonstrate current affiliation with other academic institutions, and community members may have access to computers.
- Computers are available during open-building hours unless otherwise posted.
- Files should be saved to flash drives or CD or DVD-R’s, or emailed to the patron. The Library staff may delete any files saved to the hard drive. Students are responsible for providing their own saving devices.

**Note:** Please check with the Library staff if you are in need of a USB flash drive.

It is the user's responsibility to protect his/her own password to his/her UNM account. Users are not allowed to share accounts or passwords. Any user identified as sharing account information will have his/her access privileges suspended and will be reported to the Administration for possible disciplinary action.

- **Patrons may NOT install or download any programs from any source to Library computers. Please see Library staff if it is software needed for coursework.**
- Patrons may NOT change any computer configuration or preferences.
- Patrons may NOT disturb others with excessive noise. All Library computer-use areas are considered "quiet-study areas."
- Children under 12 years of age are NOT allowed in Library computer-use areas at any time. Children with parents are encouraged to stay in the general library area. Markers and coloring pages are available.
- Please use your cell phone outside the building, away from computer-use areas and away from where people are studying.
- **Users must observe all copyright laws as well as all software and database license agreements.**
- Patrons are encouraged to print only UNM class-related documents. Printing multiple copies of a single item is NOT allowed. If a patron needs more copies of a document, the charge is 10¢ per page for extra copies.
- The displaying of, and/or printing of offensive material will not be tolerated in any UNM Computing Lab.
- Any patron found in violation of policy, or exhibiting disruptive or abusive behavior will be issued a verbal warning. A second violation will result in being barred from the library for 24 hours.