



# UNM–Taos Library

## Computer-Use Policy (LRC & Klauer)

### All Computers are for Academic Use ONLY!!

It is the User's Responsibility to Obtain and Remember this Information.

- Computers are available on a first-come, first-served basis. Users must accept the risk as to the availability of lab equipment and services.
- Use of all Library computer equipment is limited to current UNM–Taos students, faculty and staff. As space is available, patrons who can demonstrate current affiliation (e.g., student or faculty identification) with other academic institutions may have access to Library computers (TEC or Klauer Campus).
- **Note:** The Library staff reserves the right to check patrons for valid University identification.
- The LRC is open only during posted hours. Library staff are not permitted to open earlier or stay later than posted hours. Klauer computers are available during open-building hours unless otherwise posted.
- Files should be saved to floppy or zip disks. The Library staff will delete any files you save to the hard 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.
- **Do NOT install or download any programs from any source to Library computers (including Klauer).** Do NOT change any computer configuration or preferences. If you have questions regarding this issue PLEASE speak with a Library Staff person: unmtlib@unm.edu or 737-6243.
- DO NOT disturb others with excessive noise. All Library computer-use areas are considered "quiet-study areas," including those on Klauer campus.
- Eating or drinking in any computer-use area is NOT allowed at anytime.
- Children are NOT allowed in Library computer-use areas at anytime (including Klauer).
- Using cellular phones in Library computer-use areas is not allowed. Please use your cell phone outside of 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.
- Print only UNM class-related documents. Printing multiple copies is NOT allowed (please use the photocopy machine at the Library for extra copies).
- Offensive material will not be allowed in any UNM Computing Lab. 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. Patrons will not be warned a second time, instead they will be asked to leave the computer-use area (Library or Klauer campus).
- Report **ANY** Library computer problems to the Library Staff, unmtlib@unm.edu or 737-6243.
- **UNM–Taos Library Adheres to Main Campus Policies and Procedures Regarding Computer Use.** To learn more, see section 2500, Acceptable Computer Use, and section 2510, *Computer Use Guidelines* of the *University Business Policies and Procedures Manual*, <http://www.unm.edu/~ubppm/ubppmanual>