

VISITORS - COMPUTER USE POLICY & PROCEDURES

The University Library provides a significant portion of campus computing capacity, through equipment and resources funded by the Student Technology Fee. Consequently, library employees must ensure that currently enrolled GSU students as well as active faculty and staff are granted preferred access to online databases and resources.

At the same time, the GSU Library is committed to serving the research needs of our broader community of users. To honor this commitment, community access workstations – computers configured to allow use by any visitor to the GSU Library – are conveniently provided near library service points. The following procedures govern the use of community access workstations in the University Library by visitors:

1. Use of community access workstations is subject to availability. Access is limited to one use of up to one hour per day. Wait times will vary, depending on the number of visitors in line to use the community access workstations.
2. Visitors must first present a current university or government-issued photo ID card or passport at the library service desk to create a login account. Access is then managed by the Library's PC Reservation System. Instructions on reservations are available from the service desk staff.
3. Visitors, who need to do research in print (non-electronic) resources, are advised to do so outside of their reserved computer time.
4. In order to maximize online research time, visitors who plan to print from a computer should purchase a guest print card before logging in to a community access workstation. Instructions on printing are available from the desk staff.
5. In keeping with University computer network policy, attempts to gain access to Georgia State University computers and networks to which you are not authorized are prohibited and will result in termination of future computer access privileges. In addition, using another person's ID or login for any purpose is prohibited and will result in the termination of library and computer access privileges.
6. Appropriate use of library computers is that which is consistent with the academic, research, and service goals of the institution. Inappropriate behaviors involve excessive noise, loud conversations, and viewing pornography or other content that creates a distraction for others or an environment un conducive to academic study and research. Such behavior will result in the termination of library and computer access privileges.

Submitted by Task Force 4/11/00. Approved by the Library Administrative Council 4/25/00. Revisions discussed by LibAdmin 1/20/04; Note change in title, "Non-GSU Clients" changed to "Visitors." Approved by the Library Administrative Council 2/17/04. Revised by Learning Commons Coordinator. Approved by Library Administrative Council 12/14/06. Revised by Ad-Hoc Committee 5/21/08. Reviewed by Library Administrative Council 9/9/08 & 10/21/08. Approved by Library Administrative Council 11/7/08; Note change in title, "Use Of Library Computer Workstations By Visitors to "Visitors – Computer Use Policy & Procedures." Revised by User Services Coordinator. Approved by Library Administrative Council 2/19/19.