



Policy Name: Computer Lab Usage—King Building, Bristol

Department: King University Libraries

This policy applies to: All Employees

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Approved By: Erika Brammer, Dean of Library Services

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This policy applies to the Computer Lab in the E.W. King Library on the Bristol Campus. All other King University computer labs on all campuses and sites are outside the scope of this policy and are governed by the policies in the Student Handbook.

Priority use of the Lab is for librarians providing information literacy instruction. Faculty may also reserve the Lab for course-related instruction and use on a non-regular basis. In order to extend its utility for instruction in information literacy and technologies the Lab will not generally be scheduled as a classroom or Lab for regular class meetings. Any exceptions must be approved by the Dean of Library Services.

Scheduling

The Computer Lab may be scheduled through the room reservation system available at helpdesk.king.edu. Submitting a scheduling request does not guarantee availability. Each request will be reviewed by the Instructional Services Librarian or designee and may be denied based upon library instruction needs.

Community Use

Community users may not use the Computer Lab under any circumstances in that all campus computer labs are for use by students, faculty, and staff only. Community users may use public computers in the library under the parameters of the King University Libraries Community Use Policy.

Students are permitted to be accompanied by a guest while using a computer lab, provided the visitor does not inhibit the use of computers. Failure to follow this policy may result in restricted use of campus facilities and/or referral to the Student Conduct Process.

Equipment

The Computer Lab is equipped with 24 computers and a teacher's station connected to a television for presentation purposes. The cabinets at the teacher's station are to remain locked at all times and may only be unlocked for maintenance or troubleshooting by a library staff member or IT staff member. Due to the set-up for the teacher's station, use of a laptop for presentation purposes is unavailable; presentations should be saved to a flash drive or accessed via the cloud or email.

When leaving the lab after use, the teacher's station computer should be logged off, not shut down. The television should be turned off to save power, and all computers should be either logged off or shut down.