



## MUSIC LIBRARY WORKSTATION & Wi-Fi GUIDELINES

1. Workstations designated for Non-CSU patrons (not currently enrolled as a student or employed) use are on a first-come, first-served basis. Each public patron (multiple users may not share the same log-in session) using a workstation must present a current picture ID and sign the guest register before s/he will be logged-on at a workstation by staff. Public log-on will be available 15 minutes after opening to 15 minutes before closing. CSU students have priority at the Non-CSU workstations.
2. Patrons under the age of 13 must be accompanied and directly supervised by an adult.
3. Workstations and laser printers are provided for academic research. During peak usage, patrons engaged in non-research activities may be requested to relinquish workstations.
4. Workstation use (Non-CSU) will be limited to one hour per session for a total of two hours per day. **Exceptions** may be made on a case-by-case basis, e.g., the patron can demonstrate s/he is actively engaged in a research project or other academic endeavor.
5. Printing for CSU students will be charged to their respective student account. Public patrons will be charged \$0.10/page, payable at the Service Desk, where all printed copies are retrieved.
6. Users may not install or delete programs and files at the workstations, nor shall the physical configuration of the workstations be altered.
7. Patrons are responsible for choosing appropriate websites to search on the Internet. Some websites may contain material that may be deemed inappropriate for public display. The library reserves the right to restrict the use of these websites on public workstations. The CSU Acceptable Use Policy prohibits viewing offensive material (sexually-explicit images and/or text, racist materials, and other hateful commentary) in a public setting.
8. The CSU Acceptable Use Policy prohibits using the University's computing resources for personal gain, for example, performing unauthorized work for profit with University resources.
9. Failure to adhere to these policies will result in the loss of library privileges. **Procedure:** Patrons will be warned once. Staff will document warnings in an incident log. Another violation will result in University Police banning the policy violator from the library.
10. WiFi: Non-CSU patrons may access the wireless network by requesting the guest log in password at the service desk (password changes weekly).