

PIU Library Student Computer Use Guidelines

1. The primary purpose of the library computers is for educational use which takes precedence over personal use.
2. A student must sign in when he/she wishes to use a computer and indicate how he/she intends to use it (e-mail, Internet search, etc.).
3. Personal use (any use that is not school related) should not exceed 30 minutes per session nor more than 3 personal sessions per day. The number of sessions may be reduced by library staff when there is a high demand for educational or other school related uses.
4. Searching the Internet for class assignments can generally be accomplished during a half hour session. Library staff may grant more time, if necessary.
5. The use of computers for word-processing should not exceed more than 2 hours per session. Library staff may grant more time, if necessary.
6. During peak demand times and students are waiting for computers, the library staff reserves the right to reduce the amount of time for personal student use to 10 minutes per session.
7. All personal work must be saved on a flash drive.
8. Permission must be obtained from library staff to print personal materials. If pictures or graphics are printed, printing costs may increase as determined by the library staff.
9. Normal printing costs are \$.05 for school related materials and \$.10 for personal materials per sheet.
10. The library staff reserves the right to revoke computer privileges to any student making unacceptable use of the computers as stated in the Acceptable Use Policy.