

SOUTH GEORGIA STATE COLLEGE LIBRARY

COMPUTER USE GUIDELINES

South Georgia State College Libraries' public-access computers are primarily intended for educational research by SGSC students, faculty, staff and other students within the University System of Georgia. Technical College students, faculty, staff and other community patrons may use the community workstations when they are not occupied by SGSC-affiliated users.

SGSC students, faculty, and staff must log into library computers using their institutional credentials. All other users must use community designated computers and sign a login sheet at each visit using an assigned patron number issued during registration. Library computers are not installed with filtering devices or software to limit Internet access, although the campus network may utilize such security and other filtering or restrictive devices/software. Library computers may be monitored for adherence to computer use policies.

It is the library's policy that parents or legal guardians must assume responsibility for deciding what library resources are appropriate for their children. Therefore, parents or guardians, NOT library staff, are responsible for the information selected and/or accessed by their children on the Internet.

Parents must sign a consent form for children under the age of eighteen (18), who are not currently enrolled SGSC/USG students, to use library computers. Parents/legal guardians must directly supervise any child under the age of sixteen (16) using library computers. No child under the age of twelve (12) may use or occupy computer workstations.

General Guidelines

1. Do not save to the computer's hard drive (C.) Save all personal research and word processing to an external data storage device or cloud service.
2. Printing is available through the WEPA Print Stations available in both Libraries.
3. Do not eat, drink, or place food and/or beverage containers (closed or otherwise) near the student and community patron computer terminals/tables/units.
4. Illegal copy or transfer of copyrighted materials (such as movies, music or software) is prohibited.
5. Adhere to the South Georgia State College Appropriate Use Policy: https://www.sgsc.edu/content/userfiles/files/SGSC_appropriate_use_policy.pdf and the PeachNet Acceptable Use Policy at http://www.usg.edu/peachnet/network/acceptable_use_policy
6. Children of students are considered community users and must follow the South Georgia State College Libraries Community Use Policy.

Priorities

Users accessing GALILEO, the online catalog (GIL), Internet, and other licensed Library research databases for academic purposes have highest priority over other users. Recreational use is given lowest priority. Workstations are available to users in the following priority order:

1. Current SGSC students, faculty, and staff
2. Current students, faculty, and staff from other University System of Georgia institutions
3. Current students, faculty, and staff from other academic institutions
4. Users with SGSC Emeritus status
5. All other library users.

General workstation usage is limited to one hour, but high or low usage may permit adjustment to the length of sessions. Those using workstations for recreational purposes like Internet surfing, personal e-mail, social media websites may be asked to give up their computer if others who have an educational need are waiting, with priority given to students for academic use.

The software/hardware in the SGSC libraries is the property of the SGSC/University System of Georgia. Any effort to alter existing software or hardware, to add to or delete existing software, or to degrade computer system performance is considered an act of vandalism and is forbidden. Such behaviors may result in the loss of library computer privileges and/or access to library and/or campus facilities at the discretion of the library administration or other campus administrators.

Users will be subject to suspension or revocation of library and/or college computing privileges at the discretion of library administration or other campus administrators for non-adherence to these guidelines.