

Cypress College Library Computer Use Policy

The Cypress College Library maintains a number of computerized research tools, including the online catalog, databases, and Internet workstations, all in support of the educational mission of Cypress College. *We appreciate your courtesy and cooperation in the use of these resources.*

While using the Library computing facilities please be aware that:

- Students have priority in the use of all computers, and research needs have priority in the use of all applications.
- No email, chat, games, or word processing is allowed; please use one of the campus open labs for your non-research activities.
- There is a 15-minute time limit for any workstation when others are waiting; web surfers will be asked to give up their stations to those who need them for research purposes.
- Printing is available for a nominal fee.
- You may download free of charge to a removable drive, assuming no copyright or other law is broken.
- Only authorized personnel are allowed to change the setup of any library computer workstation; this includes downloading files of any kind to a hard drive and/or changing desktop settings.
- Unauthorized use of computing resources may result in disciplinary action on the part of Cypress College.

The library reserves the right to limit access to any and all computerized information resources. We also reserve the right to revise the terms under which these resources may be used in the course of meeting the educational needs of the Cypress College students, faculty, and staff, and the community.

For further information about your rights and responsibilities, please read the Cypress College Computing Resources Acceptable Use Policy.