

**Everett Community College  
Library Media Center**

**Use of Library Computers Policy**

The Library-Media Center (LMC) provides computer resources to Everett Community College students and employees for the purpose of accessing information in digital format, in support of college instructional programs. Computer use by other individuals is limited to the “Library Kiosk” stations for accessing the LMC’s online catalog and databases only.

It is the policy of the LMC to promote the principles of intellectual freedom. The LMC adheres to the American Library Association’s Library Bill of Rights and its “Access to Digital Information, Services, and Networks” statement. The LMC does not monitor nor restrict information accessed via the Internet.

Use of computers in the LMC is also in accordance with the EvCC Computers and Networks Acceptable Use Policy.

**General Guidelines for Computer Use**

- **Privacy:** Users should respect the privacy of others and their right to access information. Because computers are located in public areas, the LMC cannot guarantee privacy or confidentiality.
- **Priority use:** Priority use is for research related to coursework. Users may be asked to yield their workstations to others doing research.
- **Access to computers:** A current EvCC login is required. The computers are provided on a space-available basis, i.e., neither desktop computers nor laptop computers may be reserved.
- **Printing & saving files:** Students are provided with a quarterly printing credit and an allotted amount of data storage on the college network as per campus IT guidelines.
- **Wireless:** The LMC provides wireless access for mobile computers, for currently enrolled students only. Printing is not provided.
- **Laptop computers:** Laptops may be checked out for use within the library. The laptops connect to the Internet via wireless and print to a library printer.
- **Settings:** Users may not change computer settings or configurations. Tampering with software or hardware is considered vandalism and may result in the loss of library privileges and prosecution by local, state or Federal authorities.

**LMC Classroom/Computer Lab**

Priority use of this room is for library instructional sessions. The classroom may occasionally be scheduled for employee training and classroom support. Aside from these uses, the Classroom/Lab is open for use by individuals and the open hours are posted weekly.