

Computer Use Procedures

This policy applies to all students, faculty, staff, and guests of Athens State University along with vendors/contractors, visitors, and all others conducting official business with the Library or participating in any activity within the scope of authority of the Library's administration, faculty, or staff. This policy applies to all fixed and portable computers and telecommunications equipment owned and issued by the University or used on the University network.

Computer Use:

Computers with Internet access are available for educational use at the Library. Current students as well as retired University faculty and staff must login to the fixed computers or must contact a librarian to provide the correct authentication. Authorization is obtained by providing a current or past Athens State University issued identification card. Students and faculty from those schools with reciprocal borrowing agreements (see "Reciprocal Library" section below) must present their student, faculty or staff identification in order to be logged onto the fixed computers.

Student Computer Login: Athens State University issued email and Blackboard PIN

Faculty/Staff Login: First and Last Name and Outlook Password

Guest Login: Please see a Librarian

The Library also has available two (2) public use computers. These computers are available for University alumni as well as those patrons not currently affiliated with the University or are not members of Athens State University's reciprocal university libraries. Those currently not Athens State University students or not a member of those universities with reciprocal borrowing agreements, or past or present faculty or staff, will be unable to login to the Library's wireless network, utilize the laptops, fixed computers or reserve study rooms.

Patrons must be at least 18 years or older to use the public use computers. Patrons must sign into the reference desk and receive a ticket; patrons are allowed up to two (2) tickets a day. Each ticket will provide the patron with 30 minutes of computer use time. However if both computers are in use, patrons will be unable to receive their second ticket until the seated patrons and those waiting previously have used their first tickets.

Patron computer use is subject to Athens State University Computer Access Policy restrictions and may be monitored at any time. No games, chat, or other recreational use are permitted, and workstations are not to be used with the intent to intimidate, harass, or display hostility toward others (e.g. display hate literature, pornography, etc.).

Library computers may not be used to load patron's software or download to local drives. Laser printing is available from all workstations, and patrons are responsible for all print jobs. With a current ID card, an Athens State University students and employees are entitled to 250 free printed pages each semester. All other patrons must pay 25 cents a page. No refunds will be made for unwanted printing.



Desktop Computer Use

Current Athens State University Students
Retired Athens State University Employees
Faculty and Students from those libraries with reciprocal agreements
Public Computer Use
Athens State University Student Alumni
Library Guests

Wireless Access

Current Athens State University Students
Retired Athens State University Employees
Faculty and Students from those libraries with reciprocal agreements.
Athens State University Student Alumni Association Members

Laptop Access

Current Athens State University Students and Employees

Reciprocal Libraries:

The Athens State University Library maintains reciprocal library borrowing agreements with

- Alabama A&M University
- Calhoun Community College
- University of North Alabama
- Oakwood College
- Wallace State Community College
- Northeast Alabama Community College
- Snead Community College
- Northwest Shoals Community College
- Faulkner University

Athens State University students must present proof of current enrolment to have borrowing privileges at these libraries. Athens State University students are subject to all policies and restrictions imposed by the lending institution.

Likewise students from these schools may borrow Athens State University materials subject to Athens State University community user Library policies (e.g., checking out 3 items at a time). For questions about reciprocal library agreements, contact the Athens State University Library Director's office.