

# Pine Technical College

## Policy and Procedure

**Policy Number:** 121R2 **Date:** February 20, 2006 **Revision Date:** July 22, 2009

**Division/Department:** General Administration **Author:** Ron McGriff

**Subject:** Community Use of the Learning Resource and Technology Center

### **Authorities:**

(Insert information here)

### **Purpose:**

The purpose of this policy is threefold. It is established: 1) to define the reasonable extent that the Learning Resource and Technology Center (LRTC) can be a community resource to those persons not associated directly with the college and its various related programs; 2) to define the types of appropriate use of the facility and its services; and 3) to define staff procedures for effective administration of the policy.

### **Policy:**

The Learning Resource and Technology Center can serve as a community resource to those with specific library, information and computer needs as long as the request does not negatively affect primary services for enrolled students and college employees and also not negatively impact LRTC staff support operations. Due to the number of computer stations, student use patterns and the level of LRTC staffing, the LRTC cannot serve as an open computer lab for the community. Consequently, selected hours will be available for these special, approved uses of the LRTC.

Upon approval of the College Librarian or CIO/Technology Director, a community user may be issued a Temporary PTC Computer Account to facilitate an individual's educational or informational need.

Any user of LRTC computers must comply with the "Acceptable Use of Computers and Information Technology Resources Policy, Number 708, as detailed on the Pine Technical College website. Computer stations are not for "surfing the Net" on-line activities, including use of personal email, and not to be used for on-going home or business office purposes. As the college policy emphasizes, all campus computers primarily exist for educational and research purposes.

Both lending of LRTC collection resources and interlibrary loan service are not available to community users of the LRTC.

MNSCU students and faculty, area educators, governmental service providers and clients,

members of community organizations, high school students, relatives of PTC employees, and area residents are welcomed under the guidelines and corresponding procedures of this policy. However Pine Technical College reserves the right to restrict, deny use, or to reschedule assistance due to service needs of PTC students and employees.

Children 14 or under must be accompanied by an adult.

Community users/visitors must sign in at the college's admission office.

**Procedure:**

Requests for special use of the LRTC by those not associated with the college or its building partners should be directed to the College Librarian or Instructional Communication Technician. The CIO/Technology Director can be contacted if library staff members are not available.

A community user must provide prior notice of the LRTC visit, whenever possible, as the number of available computer stations and staffing assistance are limited. Library staff members will explain use guidelines to the requestor and approve the terms and date(s) of the special use.

For any approved evening use (5 – 9 p.m.), LRTC staff members will notify the evening supervisor through use of the “Special Messages for Night Coordinator” form.

For local and national library statistical reporting purposes, library staff will maintain a spreadsheet that will record the number and type of such LRTC special usage.

Community Users must abide by the same library etiquette regulations as required of college students and staff; i.e. food and snacks are not allowed in the LRTC as is cell phone use. Covered beverage containers are allowed.

**Responsibilities:**

It is the responsibility of all LRTC staff members and evening supervisors to implement and administer this policy. It will be important that all telephone receptionists for the college be aware of this policy and direct inquiries to library staff members.

Requests for special LRTC usage, including issuance of a Temporary PTC Computer Account must be approved by the College Librarian or CIO/Technology Director.

**Dissemination:**

This policy will be disseminated to the college community through the usual channels, including the Intranet and inclusion in the Evening Supervisors' Manual. Print copies of the policy will be provided to those requesting special use of the LRTC.

**Reviewed by Leadership Team:** 10/26/09

**Reviewed by Faculty Shared Governance:**

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

