UNIVERSITY OF LOUISIANA AT MONROE
POLICIES AND PROCEDURES MEMORANDUM

Title: **Digital Library Study Room Technology Use Policy**
Date: **03/02/2016**
Update Responsibility: **ULM Computing Center and Library**
Update Date:
Application: **Anyone who has obtained use of Library Study Rooms**

Policy: It shall be the policy of the University of Louisiana at Monroe that group study rooms are made available to Library Patrons during the operating hours of the Library. A set of these rooms are now available with digital display technologies.

Usage: Access to these rooms is obtained on a first come / first serve basis at the Library Circulation Desk. Rooms are available in 4 hour increments. The door key is checked out to the occupant for the assigned duration. Normal library circulation policies apply. These rooms are to remain in locked mode at all times. This type of room is currently available on the 2nd and 3rd floors.

Protections: The Digital study rooms are under constant surveillance in the form of color digital video. This is required in order to protect the University's investment in high-cost technologies and to protect the rights of our users. Any damages found or reported in a room will be fully investigated. Fines, restriction of use, and/or criminal charges could be assessed for damages based upon severity and will be determined using standard University policies and procedures. Once a patron is found liable for any issue, the individual will be required to pay whatever the cost is to repair or replace the damaged item(s). Depending on the type of damage and what led up to it, disciplinary actions consistent with relevant University policies may occur. Any concerns should be reported to the Circulation Desk immediately. If necessary, the occupant(s) may be asked to leave the room and it will not be available until issue(s) have been resolved.

Other Expectations:
- Be respectful of other Library patrons. The audio volume of the digital displays can be loud outside the confines of the room. Do not turn volume of video displays up too loudly.
- Be sure to log off any non-personal devices and turn display off after use.
- All technology use is also bound to the existing Computing Center Technology Use Policy.
- Some features of the technology are not available to non-University patrons, ie: Computer login access
- Patrons will need to provide their own HDMI, VGA/Audio, USB cables or devices for connectivity unless using ULM provided on-board computer or Airmedia resources.

Approvals:

This policy was approved in writing by Academic Affairs.

Adopted:

_____   _____
    Authorizing Agent's Signature   Date

_____
               Name

_____
               Title