Electronic Classroom/Computer Lab Policy

Information for Faculty:

The Facility:

- Located on the first floor of the James Earl Carter Library, and funded by student technology fees, the electronic classroom opened in the fall of 2001. There are 30 ADA compliant computers. The computers have USB and DVD drives and are connected to the internet. In addition, there is a computer for the instructor's use.
- Microsoft Office products are installed on all of the computers as well as Internet Explorer and appropriate browser plug-ins. Please contact Administrative Computing about additional software availability and/or requirements.
- The classroom also has a White Board and an LCD ceiling-mounted projector system. In addition to the 30 computer stations, the room will seat an additional 10 people.

Priority Use:

- The facility was converted from a lecture room to an electronic classroom/computer lab for the purpose of providing hands-on Library instruction for the students of GSW and as an additional computer lab with extended hours of opening.
- To schedule library instruction for a class, please contact the Reference Librarian, at 229-931-2850, or Ms. Kay Bell, Library Senior Administrative Assistant, at 229-931-2259. Requests can also be made through email. When possible, please schedule instruction at least 10 days in advance of the session.
- Teaching faculty who need a facility where their students can have hands-on computer access may reserve the lab.
- The facility can be reserved in advance by calling Ms. Kay Bell at 229-931-2259.
- Since this facility is used primarily as a hands-on library instruction classroom and a computer lab, the classroom is not available for class scheduling for an entire semester.
- Other GSW affiliated groups such as teaching circles or faculty committees may schedule the facility if there is a need for hands-on instruction or demonstrations. When the electronic classroom is not needed for instructional purposes, it functions as an open lab.

Miscellaneous:

- Cancellations should be made as soon as possible so that other groups can use the classroom.
- The Library does not provide additional audio-visual equipment for the classroom. Instructors who need VCR's, etc. should make prior arrangements with the Instructional Technology Center.

Information for Students:

- Hours of opening are posted next to the Computer Lab door.
• The Library reserves the right to close the lab for instructional sessions at any time. As much advance notification as possible will be given and posted next to the lab door.
• All users must conform to the University Computer Policy and the Library's Policy for Public Use Computers (available at the Circulation Desk). If users are in violation of either policy, the Library reserves the right to ask them to leave the computer lab.
• The Lab is reserved for Faculty, Staff, and GSW students.
• Food is not allowed in the Computer Lab.
• Files saved to the hard drive may not be retrievable when you come back for them. Download your files to a USB drive.
• Students should bring their own external storage device with them. The Library cannot supply CDs or USB drives to students. All questions, problems, etc. concerning the use of programs should be directed to your instructor.
• If your computer freezes or has another technical problem, reboot the computer. Login using your user ID and password. If that does not solve the problem, move to another computer or contact available library staff for assistance. Please note that REBOOTING WILL ERASE ANY WORK PREVIOUSLY SAVED TO THE HARD DRIVE.

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