



## Library Computer Rules and Regulations

The use of computer systems at HGTC Library is a privilege, not a right. HGTC Library offers computers for enrolled students, faculty, staff, and patrons with a valid HGTC public patron library card.

All students must have an H number and public patrons must have a library card to access the computers at HGTC. H numbers are printed on the front of all student IDs. Public patron library cards can be obtained with state or federally issued picture identification at the circulation desk of each campus library. Logging on to a computer for another user is not allowed.

In order to ensure the maximum number of users are able to capitalize on this service, HGTC Library makes computers available for enrolled students, faculty and staff for time periods of up to 4 hours per day. Public patrons will be offered up to 30 minutes per day.

It is the objective of the library to maintain an atmosphere of constructive learning and academic freedom. In order to meet this objective, each user is responsible for the use of the computing resources in an effective, efficient, ethical, and lawful manner. While using the library computing facilities please be aware that:

- ❑ Academic and research needs have priority in the use of all applications.
- ❑ All Internet use should be consistent with the philosophy, goals, and objectives of the College as an educational and socially responsible institution within the community.
- ❑ Internet use is for locating educational material directly related to Horry-Georgetown Technical College academics.
- ❑ **Gaming, downloading, or playing of music, viewing or printing pornographic material, or violating copyright laws is not allowed.**
- ❑ Printing is available on all workstations.
- ❑ Only authorized personnel are allowed to change the setup of any library computer workstation; this includes downloading files of any kind to a hard drive and/or changing desktop settings.
- ❑ The library reserves the right to limit access to any and all computerized information resources. We also reserve the right to revise the terms under which these resources may be used in the course of meeting the educational needs of HGTC students, faculty and staff, and the public.
- ❑ Misuse of computers will cause a user's access to be revoked. Students who abuse the system will be referred to the Associate Vice President of Student Affairs for disciplinary action. Public patrons who abuse the system will have all library privileges revoked.

These rules and regulations are in compliance with the College Computer Policy 7.2.3 and 7.2.3.1