



Name of Policy: User Guidelines for the Jannes Library Computer Lab
Source: Jannes Library and Campus Technology
Form to Complete: N/A

**Policy:**

Student users of the Jannes Computer Lab will abide by KCAI’s Computer User Code of Conduct.

Students are asked to sign in at the Jannes Lab’s lab assistant desk for each visit. Students must be prepared to present their student ID card if asked to do so by a lab assistant or KCAI staff member or by campus security.

During most library open hours, the Jannes Lab is staffed by a student assistant. Lab assistants are able to assist users in the following areas: printing, scanning, cloud-based file storage, access to the wireless network, access to KCAI e-mail, and access to MyKCAI.

Lab assistants are not applications experts. As time allows, a lab assistant may provide basic assistance on the use of applications with which the assistant is familiar. Users should have a basic understanding of the applications they intend to use, and should not assume applications expertise on the part of the lab assistant or library staff members.

Black and white printing is available in the Jannes Lab (color printing is available on the first floor of Jannes Library). All printing in Jannes is tracked through the use of a print vending system, and each student is assigned a password-protected print vending account. Students are advised to establish and maintain a cash balance on their print account. This can be done by making a payment in the library (\$3.00 minimum per transaction; cash, checks and credit cards accepted)

or in the KCAI Business Office . Printing can be done only through the print vending system; each page printed results in a charge that is automatically deducted from your personal print-vending account balance. If your account balance is zero, you will be unable to print. The current charge for a black and white print is \$.10 for 8.5 x 11". Printing costs are subject to review and could change.