



Computer Use Procedures

This policy applies to all students, faculty, staff, and guests of Athens State University along with vendors/contractors, visitors, and all others conducting official business with the Library or participating in any activity within the scope of authority of the Library's administration, faculty, or staff. This policy applies to all fixed and portable computers and telecommunications equipment owned and issued by the University or used on the University network.

All University computer use is subject to Athens State University [Information and Communication Technologies Acceptable Use Policy](#) restrictions and may be monitored at any time. No games, chat, or other recreational use are permitted, and workstations are not to be used with the intent to intimidate, harass, or display hostility toward others (e.g. display hate literature, pornography, etc.). Library computers may not be used to load patron's software or download to local drives. During periods of high demand, students will be asked to limit use to 30 minutes.

Desktop Computers:

Computers with Internet access are available for educational use at the Library. Current students as well as retired emeritus University faculty and staff must login to the desktop computers using their Athens State credentials. Alumni Association members with a current valid Alumni card should see a librarian to provide the correct authentication. Authorization is obtained by providing a current Athens State University issued identification card and the library will issue them a visitor user name and password. Students and faculty from those schools with reciprocal borrowing agreements (see "Reciprocal Library" section below) must present their student, faculty or staff identification in order to be logged onto the desktop computers.

Student Computer Login: Athens State University issued email and Banner/Athens Online PIN

Faculty/Staff Login: First and Last Name and Outlook Password

Reciprocal Schools or Authorized Guests Login: Please see a Librarian

Laptop Computers:

Laptops for in library use ONLY are available for student check out at the Information Desk. Please have an id with you, since your identification will need to be verified before borrowing the laptop.

Public Use Computers:

The Library also has available two (2) public use computers. These computers are available for University alumni as well as those patrons not currently affiliated with the University or are not members of Athens State University's reciprocal university libraries.

Those currently not Athens State University students or not a member of those universities with reciprocal borrowing agreements, or past or present faculty or staff, will be unable to login to the Library's wireless network, utilize the laptops, fixed computers or reserve study rooms.

Patrons must be at least 18 years or older to use the public use computers. Patrons must sign into the reference desk and receive a ticket; patrons are allowed up to two (2) tickets a day. Each ticket will provide the patron with 30 minutes of computer use time. However if both computers are in use,



patrons will be unable to receive their second ticket until the seated patrons and those waiting previously have used their first tickets.

Library computers may not be used to load patron's software or download to local drives. Laser printing is available from all workstations, and patrons are responsible for all print jobs. With a current ID card, an Athens State University students and employees are entitled to 250 free printed pages each semester. All other patrons must pay 25 cents a page. No refunds will be made for unwanted printing.

Technology User Quick Guide

Desktop Computer Use

Current Athens State University Associates (Faculty, Staff, & Students)
Retired Emeritus Athens State University Employees & Faculty
Athens State University Alumni Association cardholders
Faculty and Students from those libraries with reciprocal agreements

Public Computer Use

Athens State University Student Alumni
Library Guests

Wireless Access

Current Athens State University Students and Employees
Retired Emeritus Athens State University Employees
Faculty and Students from those libraries with reciprocal agreements.
Athens State University Student Alumni Association Members

Laptop Access

Current Athens State University Students and Employees

Reciprocal Libraries:

The Athens State University Library maintains reciprocal library borrowing agreements with

2-year institutions

- Calhoun Community College
- Coastal Alabama Community College
- Gadsden State Community College
- J. F. Drake State Community College
- Jefferson State Community College
- Lurleen B. Wallace Community College
- Northeast Alabama Community College
- Northwest-Shoals Community College
- Snead State Community College
- Wallace Community College Selma

4-year institutions

- Alabama A&M University
- Oakwood University



- Troy University
- University of North Alabama
- University of West Alabama