



## CNM Libraries Technology Use Policy

The CNM Libraries are pleased to provide computer access to library patrons. We require all patrons (students, faculty, staff and guests) to log on to the computers individually. Please log on to an available computer using your CNM or Guest username and password. If you cannot log on to a computer using your username and password, please contact a full-time library staff member.

For your own security, **be sure to log off of the computer when you have finished** using it. **Computers are set to automatically log off after 10 minutes of inactivity.**

**Note:** Any unsaved work will be lost when the computer logs off. Therefore, **be sure to save your work frequently to a secure location.** We also recommend that **you save your work at more than one location such as a flash drive or email.**

- Students, faculty and staff may save to "My Documents," but only when logged on to the computer under your CNM username and password. These files may be retrieved from any computer with Internet access by going to: <http://files.cnm.edu>
- Guest users will lose any documents saved to the computer once the computer has been logged off (including locking during inactivity). Therefore, we recommend that you save your documents to a flash drive or to a personal email account.

**All computers automatically shut down 10 minutes before the libraries close.** It is necessary that all work be completed and saved prior to this time to avoid losing your work. No further computer use or printing will be available once this occurs.

During regular semester hours, the computers will shut down at the following times:

- 7:50 p.m. (Monday – Thursday)
- 4:50 p.m. (Friday – Saturday)

Check hours of operation signs for special closings, holidays and shortened library hours during breaks. During those irregular hours, the computers will still shut down 10 minutes prior to closing.

**No food is allowed in the computer areas.** Liquids with leak-proof lids are permitted, so long as they are being stored in a way that does not pose a threat to the quality of the computers. Library staff has the right to ask you to throw away your beverage or move to another area of the library if they believe your conduct is violating our policy.

## II. Printing in the Library

The CNM Libraries are happy to allow **free printing up to the posted limits for each library.** If you are found to be abusing this policy, your printing privileges will be suspended indefinitely.

Individuals using the Montoya Library must set up an account code to use with the print management system before they can print documents.

### **III. Computer Usage**

**CNM students, faculty and staff have first priority when using computers.** Guest users can be asked to log off a computer if all computers are in use, and a CNM student or employee needs to use one.

**A patron may only log on to one computer.**

### **IV. ADA Accessibility**

If you require an ADA accessible computer and one is not available, please contact someone at one of the service desks.

Wynn Reader 5.10 for reading and writing and Zoom Text Magnifier/Reader are available on several computers.

### **V. Copyright**

All patrons must comply with copyright laws when writing, printing and copying information. For information and details concerning copyright law, you can check out our "Copyright Information" page on the Library Website.

### **VI. Noise and Conduct**

**Avoid loud or prolonged conversations** at the computers to avoid distracting people who are working on research and homework.

If listening to music either on the computer or on a personal music device, **please turn down the volume** so you do not to disrupt those around you who might be trying to study.

If you insert a CD, DVD or other device into the computer that **generates a loud noise, you will need to remove it to avoid distracting other patrons.**

**Headphones are available at the computers.**

**Any behavior deemed disruptive or loud will result in your being asked to modify such behavior or leave the library.** Read the complete "CNM Student Code of Conduct" and "Library Code of Conduct" for a complete list of appropriate and inappropriate behaviors. Repeated violations of these policies will result in disciplinary action.

### **VII. Cell Phone and Bluetooth Use**

As a courtesy to your fellow library patrons, **please silence your cell phones and pagers prior to coming into the library.** The CNM Libraries patrons need to abide by the CNM classroom and laboratory

academic policies. APC-01-2 requires that all cell phones and pagers be turned off or switched to the silent mode.

**Bluetooth and similar devices must be turned off when entering the library** to avoid interference with wireless access.

### **VIII. Wireless Access**

Wireless access to the Internet is available for library patrons in both CNM Libraries. **To use this wireless network, you must use your CNM or Guest username and password.** Our Reference staff is happy to assist you, both in determining your log on information and in connecting your computer to the network.

**There are a few important things to remember about the wireless network:**

- The signal may be strongest in some parts of the library.
- The signal may stronger or weaker at different times of the day.
- Connecting to wireless networks is different from computer to computer, so library staff may not know how to connect your computer to the network.
- If you would like more information about wireless access at CNM or would like to read the official policy, see the “CNM Wireless” page. <http://www.cnm.edu/wireless>

**All library patrons must become familiar with and follow the requirements in the “CNM Information and Technology Use Policy.”**