<u>LaValley Law Library Media Services</u>

Computer Lab Policies

General Usage Policies

The University of Toledo College of Law computer lab is a closed lab.

The computer lab is intended primarily for College of Law instructional training and individual class-related use. A patron using a computer for other purposes may be asked to defer to a patron needing a computer for College of Law instructional training or individual class-related use. Certain instructional trainings may take precedence over individual class-related use.

Individuals who are being disruptive will be asked to cease the disruptive activity or leave the lab. A disruption occurs when an individual's activities interfere with another person's legitimate use of the computer lab.

Service Level Policies

Media Services has limited staffing. Media Services provides staffing in the computer lab only when other Media Services duties allow.

Media Services will fill printer paper and perform computer maintenance only when other Media Services duties allow.

Media Services will provide polite customer service in response to all questions.