V. POLICIES OF THE MCW TODD WEHR LIBRARY MICROCOMPUTER LABORATORY

A. Mission

The MCW Todd Wehr Library Microcomputer Laboratory (Microlab) exists to provide computing facilities and educational support for MCW, CHW & FMLH faculty, staff, and students of the Medical College of Wisconsin.

The Microlab provides:

1. access to all of the library’s licensed E-Resources
2. access to other biomedical and health care software
3. access to the MicroSoft Office suite

B. Services offered in the Microlab are:

1. access to all of the library’s licensed E-Resources
2. access to other biomedical and health care software
3. access to general purpose computer hardware and software
4. access to printing facilities in support of MCW’s mission and in accordance with restrictions on printing (Section E)
5. access to other internet resources within the College’s acceptable use policies
6. manuals of library-owned software are available in the Microlab and on reserve
7. basic support for Internet functions
8. classes on some library-owned software (i.e., Ovid MEDLINE, Evidence Based Medicine databases, SPIN)

C. Access to Microlab

Priority for use of Microlab is for MCW, CHW & FMLH faculty, staff, and students. The library reserves the right to restrict access on that basis. Individuals may be asked to show their institutional IDs.

D. Software Policy

1. Software owned by the MCW Todd Wehr Library

   a. Software owned by MCW Todd Wehr Library is loaded on computers in the Microlab by the Library Systems Department. Software is ordered via the Library Systems Department.

   b. The MCW Todd Wehr Library Systems Department is responsible for loading software according to copyright law. Manuals for software are in the Microlab and on reserve for patron usage. A copy of the Manual, other documentation, and original diskettes of installation software are kept in the Library Systems Department.

   c. The MCW Library Systems Department deletes all files not owned by the MCW Libraries during routine hardware and software maintenance. Warning signs about copyright law are posted on the bulletin board in the Microlab and on each computer. A list of library-owned software is also posted on the bulletin board.

   d. The MCW Todd Wehr Library provides basic software such as word processing and spreadsheets based on demonstrated need shown by patron requests and other considerations, such as: cost, hardware requirements, and user support requirements.
The following software is available in the Microlab as of June, 2010:

**Lab Computers:**
Adobe Reader
Firefox 3.6
Internet Explorer 7
Microsoft ® Office 2007:
- Access
- Excel
- PowerPoint
- Word
- Publisher
Nero Essentials
PowerDVD

**Scanning Station:**
Adobe Acrobat 8 Professional
Jasc Paint Shop Pro 9

**CD-ROM Stations:**
MacBaby 6
Psychiatric Measures
USMLE Practice Exams
WinTV 2000 (For Viewing VHS Tapes)

The Todd Wehr Library staff provides limited support in the use of this software. The library does provide manuals for all library-owned software both in the Microlab and on reserve.

2. Software not owned by MCW Libraries

a. Software will be placed in the Microlab by the upon written request from MCW departments. Library Systems Department requires proof of site licensing for this software and will keep a copy of the site license. The library requires manuals and/or documentation and the name of a contact person from the department which owns the software.

b. Student's personal software is not allowed in the Microlab. All software files that are not owned by the MCW Libraries and are not loaded according to policy D.2.a. are deleted during PC maintenance. Software and hardware maintenance is performed by the Library Systems Department on a periodic basis.

c. Demonstration software – Computers in the Microlab may be used for software or hardware demonstrations. MCW Libraries will require companies that want to demonstrate software to sign responsibility forms covering copyright and the company-owned hardware and software.

E. Restrictions on Printing

The Library restricts the use of the Microlab resources, including printers for purposes related to the mission of the college education, patient care and research. Mailing labels, party invitations, general purpose announcements, for sale ads, etc. or using the printers as copy machines to make multiple copies is not allowed. Violation of these guidelines is grounds for asking the individual to leave the lab, restriction of future Microlab privileges or notification of individuals department or all of the preceding.

F. Computer Etiquette

All users of the MCW Libraries’ Microlab must abide by the Medical College of Wisconsin’s policies on Information System usage, which forbids disclosing your password to anyone and states that the owner of the
password is responsible for all activities performed under the password (section 4.2 of the administrative Policies and Procedures; the Libraries’ Computer use Policy; and software Copyright Guidelines as well as the following responsible user guidelines:

1. Account Security  
   Do not share your username and password with other users.

2. Session Security  
   Do not leave your terminal or computer unattended after you log in to the network.

3. Network Usage  
   When you are done with the session, log out of the network immediately.

4. Hacking  
   The following are not allowed:  
   Computer hacking to gain unauthorized access or information, introduction of virus programs, receipts of unpaid for services, other damage to the system or data. Such actions will result in suspension of services and possible disciplinary actions.