



Student Technology Center Mini-lab (Z-235) Use Policy

DESCRIPTION:

The Student Technology Center (STC) mini-lab (Z-235) is located on the second floor of the Melvin J. Zahn Library. The lab includes 11 workstations, 1 networked printer, laptop, DVD/VCR player, overhead projection unit and various software programs. Open lab hours coincide with STC hours however, scheduling of the lab is available during other times.

PLEASE NOTE: EVEN THOUGH Z-235 SERVES AS A MULTI-PURPOSE LAB, PRIORITY IN SCHEDULING IT IS GIVEN TO STC USE.

SCHEDULING Z-235 FOR NON-STC ACTIVITIES:

- Reservations are preferred during the **first 4 weeks** of the **fall** and **winter semesters**, and the **first 2 weeks** of the **spring** and **summer semesters**. **Requests may be made after that time, but are subject to the availability of the lab.**
- All requests to reserve Z-235 for non-STC related activities must be done through Nicole Ryan, STC Coordinator, nlryan@svsu.edu, or an STC designee, (989) 964-2299 techtutor@svsu.edu. Reservations may be made by phone, email, or in person at the STC.
- Students may not reserve the STC Mini-lab.
- Non-STC related SVSU courses requiring computer lab use cannot be scheduled more than **six times** per semester and must be **non-consecutive dates**.
- Reservations for lab use may not exceed four hours, except for special circumstances at the discretion of Nicole Ryan and/or an STC designee. Reservations will be confirmed by Nicole Ryan or STC designee.
- Cancellation of reservations must be directed to Nicole Ryan or her designee prior to the reservation time. *Failure to cancel lab reservations may result in denial of future use.*

When no STC use or instruction sessions are scheduled in the lab, use is limited to:

- Use as a lab available to SVSU students coinciding with STC open hours.

HARDWARE/SOFTWARE

- First time lab users are encouraged to arrange with STCS staff a demonstration of the audio/video equipment prior to their class session.
- Lab users must make arrangements with ITS or bring their own equipment, if their needs exceed that which is available in the lab (example: computer cables, etc.).
- All PC, printer or audio/video equipment problems should be referred to the STC who will contact appropriate support staff.
- Requests for special software to be loaded on Z-235 computers or other technology needs on a temporary basis must be made at the time the reservation is placed and

approved by Nicole Ryan (nlryan@svsu.edu) or STC designee (techtutor@svsu.edu or (989) 964-2299).

- A list of Z-235 software is available at the Student Technology Center.

PHYSICAL ENVIRONMENT

- NO FOOD OR DRINK allowed in the lab.
- The physical arrangement of the room cannot be changed.
- If chairs are moved during a class sessions, they should be returned to the appropriate places.
- Users are responsible for leaving the lab in order (debris should be put in trash or recycle bins, erase white board, pull up screen and shut down laptop).