The E-Resources & Internet Use Policy applies to all users of resources provided by the Frank & Maureen Wilkens Library.

1 Computers and e-resources are provided to enhance and facilitate teaching, learning, and research. All users are expected to comply with the Cape Cod Community College Information Technology Resources Use Policy.

   • Students, faculty and staff of CCCC and its partners constitute the library’s primary user group.
   • Members of the community are welcome to use electronic resources when not in use by primary users after signing-in at the Reference Office.
   • All users are expected to use e-resources in an ethical, non-discriminatory, appropriate and lawful manner.
   • The Wilkens Library will promote equity of access to electronic resources. Individual sessions may be limited or curtailed, based on stated priorities, if demand exceeds the number of available workstations.

2 Students, faculty and staff sign on to the College network using their college username and password.

   • If a student forgets or does not know his/her username and password, library staff will call the IT Help Desk. A photo ID is required to reset a password. Students are encouraged to protect their privacy and to log off a computer before leaving the area.
   • Community users sign-in on the clip board in the Reference Office. Library staff will sign on a computer using a guest user login. Community users have access to the internet, library resources, and the Microsoft Office programs. Community users are asked to sign-out before leaving the area. Community users may print materials for ten centers per page.

3 The following uses receive priority for computers in the Library Reference Room:

   • CCCC course related uses have the highest priority at any time.
   • Other research and applications uses.
   • Personal and recreational/leisure use has the lowest priority.