

## **F. Franklin Moon Library at SUNY-ESF Computer Guest Use Guidelines**

**Effective July 31, 2008**

Computers in Moon Library are intended for the academic and professional use of SUNY-ESF faculty, staff, and students. Guest access to computers is limited to the SunRay computer terminals located on the main level on a space available basis.

By using the library's computers, you agree to abide by the college computer usage policies, [Use of ESF Computing and Network Resources](#). There is no sign-up required, nor is there a time limit for SUNY-ESF students and staff. Local residents or college guests are welcome to use the Sunray computer terminals for up to 2 hours a day, though priority is given to students. Students doing research or working on assignments have priority over those using computers recreationally.

Computer guest accounts are issued for up to a 2 hour period, but we reserve the right to ask guests to relinquish their workstations if students/faculty/staff are waiting to use computers. Inactive guest accounts will automatically time out after 10 minutes. Guest printing is not available.

To receive guest access to the computers, please see a library staff member at the Reference/Circulation Desk.

To ensure computer availability for students, guest access may not be issued during busy periods e.g., the week prior to classes beginning and the first week of classes, mid-term exam week, and the final two weeks of the fall and spring semesters.

## **SUNY ESF Guest User FAQ**

### **Who are guest users?**

Guest users are local residents and other visitors who are not affiliated with SUNY-ESF, but who are given limited access to the library's facilities, resources and services as a courtesy.

### **Why is authentication required?**

A sign-on is required to use all public computers in the Libraries. Authentication is necessary to ensure network security.

### **Why are there different privileges for guest users and students/faculty?**

Moon Library's essential mission is to serve the faculty, students, and staff of the university in their teaching, learning and research obligations. We welcome alumni and guest users, but cannot extend to them all of the resources provided to us by the college. The computers in Moon Library are paid for through a student technology fee, and, therefore, students have priority for their use. Moreover, Moon Library cannot provide enough computers to meet the demand of SUNY-ESF students and researchers. We believe by limiting guest time, everyone will have a better chance of finding an available computer. Also, the improved security that accompanies authentication lowers the risk of a major disruption in service to the campus network. No more than two guest users may be signed in at the same time.

### **What computer resources are available to guest users?**

Guest accounts are accessible only on the SunRay computer terminals and are provided with access to the Internet and basic Office products.

### **Why do you have a two-hour time limit?**

We don't have enough computers to meet demand. By limiting guest access to two hours, we can better meet the need for our computer resources.

### **Can I have Internet or wireless access if I bring my own laptop?**

No. Guest access is limited to desktop computer use; laptop authentication is limited to faculty, staff, and students. Network data drops in the library are limited and are in high demand by SUNY-ESF users. Wireless access is only provided to faculty, staff, and students to ensure that adequate bandwidth is available for our primary users.

### **I am a SUNY-ESF graduate. Do I have any privileges beyond those of a guest user?**

At this time alumni are not provided with any special computer network privileges. However, high quality research resources are freely available on the web, and, if you are a current New York State resident, numerous research databases are available to you through the New York State Library and the New York Public Library. The Library does extend borrowing privileges to SUNY-ESF alumni at no charge.