Library Learning Commons Policy

The Library Learning Commons is maintained by the Library and Information and Computer Technology Services (ICTS) for the use of all students of the Manukau Institute of Technology in support of students’ educational goals. It is situated on Level 2 of the Main Library, Otara.

Computer Use:
We have 70 PCs available for use in the Learning Commons. Priority is given to students who are using the computers for the preparation of assignments and for course-related research using electronic resources such as databases and the internet. During times when the computers are in heavy demand, students who are using them for non-study purposes may be asked to log off.

There is a time limit of two hours when using computers installed with specialised programs such as AutoCAD and Solid Works. Students who need to use these programs for study purposes have priority. Those students who do not need to use specialised programs may be asked to log on to other computers in the Learning Commons. All other computers are available on a first-come, first-served basis. There is no time limit when using the majority of computers in the Learning Commons.

Students are expected to:
- Have a current MIT student ID card and computer login
- Use the computers and related equipment properly
- Be considerate of the rights of other students with regard to use of the area (including noise levels) and equipment.
- Treat all library staff with respect. Abusive behaviour will not be tolerated and will be reported.

Specific Learning Commons Policies:
- In accordance with the Institute policy, computers may not be used to access, store or display offensive material. This includes material that is sexually explicit, harassing, defamatory or gratuitously violent. Playing of computer games is also forbidden.
- Cellphone use, food and drink are not allowed (except closed cap water bottles and dried snack food). Please use your cellphones and eat food in the foyer of Level 2. Hot food cannot be brought into the library.
- Use is monitored by Library and ICTS staff. Students who do not comply will be subject to disciplinary procedures, as outlined in MIT Statute No. 8, Student Discipline.
- Students who leave computers unattended may be logged off for security reasons. Their belongings will be held at the Issues Desk for collection.
- Library laptops left unattended will be returned to the Issues Desk.
- Children accompanying students must not be logged on to any computers.
- Students are not allowed to access more than one computer at a time, or to lend their access details to another person. Students who do not comply will be asked to leave by library staff or MIT Security.
- Video recording or photos are not to be taken in the Learning Commons, except with the consent of library staff.

Hours:
The Learning Commons is accessible during Library opening hours.
Assistance for students:
Learning Commons Computer Help Desk Assistants are available during peak times throughout the academic year to provide basic help and technical assistance with computer use. Students requiring help with specialised programs should refer to their lecturers. Library staff including the Systems Librarian provide backup to the Student Assistants. The ICTS Service Desk can be reached by phoning ext. 7600 (2) on weekdays, 8.00am-6.00pm.

Manukau Institute of Technology Library, March 2017