ENFORCING THE ACADEMIC USE COMPUTER POLICY
PROCEDURES

1. Ask whether the student would like us to try and open up a station for them in the library or whether they would prefer to go to another open lab on campus.

2. Make sure any student workers or other library staff out front are aware that you need an open station so that they can help watch for a seat to be vacated.

3. Announce to the front section that we are full and someone needs to do homework. Ask for a volunteer to give up a station and note that you will have to enforce the academic use policy posted at workstations if there are no volunteers. Repeat this process working through to the back of the library.

4. If there are no volunteers and you recognize a community borrower, ask him/her to surrender the workstation to the Miami student. Be sure to invite them to wait for another open station.

5. If you cannot identify any community users, but see folks clearly not engaged in academic work (eg. playing online games), remind them of the academic use policy and them to surrender the station. Be sure to offer them a laptop or invite them to wait for another station to open up.

6. If there are no community users and no one playing games, ask folks who are on “questionable” sites (like Facebook or YouTube) whether they are doing academic work and remind them of the academic use policy. If they say yes, move on – don’t question what they are doing.

7. Generally, by this time, a station has become available. If you’ve made it this far and still have people waiting to do class work, offer them a laptop (and mention the printing issues) and remind them of the other open labs on campus.