

# MCC LIBRARY TECHNOLOGY GUIDELINES



*McLennan Community College does not discriminate on the basis of gender, disability, race, creed or religion, color, age, or national origin.*



## Practices & Procedures

**"A WORLD OF RESOURCES  
AT YOUR FINGERTIPS"**  
Phone: (254) 299-8325

## Computer Use and Guidelines

In order to ensure the best possible atmosphere for study and research, we ask that all students observe the following guidelines:

- Remember that the library's computers are for academic computing use. They are not to be used for playing games or for non-academic online chatting.



- Listening to streaming music files or music video files is permitted **ONLY** when the files are part of an assignment or class project. Those who wish to listen to music or video while studying should use personal audio or video players set at low volume to avoid disturbing others. Students may present their student I.D. card to check out earphones for two-hour periods at the circulation desk. Students may also use their personal headphones.

- Be considerate of others. Please keep noise to a minimum. If you need to consult with others on group projects, use a study room. Study rooms 1-5 are equipped with computers and printer access.
- Please do not use cell phones in the computer lab, hallways or study areas where it might disturb others.
- Drinks in screw top or heavy-duty containers, as well as foam or plastic cups with snap-on lids are permitted.
- The MCC Library has laptops for student check out. A brief application along with your student I.D. card is required for 2-hour, on campus use. Call or come by the circulation desk for more information.



## Extremely Important

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Maintaining network and individual computer security is critical to keeping the library computer lab in operation for your use and the use of other students:

- Do not download or install any programs. Viruses, worms, browser hijackers and other disruptive programs may be attached to downloadable files, including word processor documents and graphics files.
- Computers in the open access area with the exception of #97-108 (against the back wall of the library) do not have 3 ½ floppy A: drives.
- We recommended that all student files be saved to a USB drive, the student H: drive, personal email accounts or other external storage devices.



- **ATTENTION: Files saved to the computer's hard drive will be deleted when the student is logged off the computer.**

## Student Kiosk & Color Copy Center

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For added convenience, the library offers a “Student Kiosk” area equipped with three computers, three scanners, two color printers, and one color copier. Students can now create, scan, copy, and print their documents right on campus.

The “Open Access” area has two copiers available for student use. These copiers are equipped with features for resizing, double-sided copying, and legal or letter outputs. An additional copier is located in the “Quiet Study” area that has a page feeder option.

### Kiosk Pricing

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**CD Burning**            \$0.75 per CD  
\*Data & image files only  
on MCC supplied CD's\*

**Color Prints:**        \$0.39 per page  
**Photo paper**        \$0.75 per page  
\*MCC supplied paper only\*

**Faxes**                    \$1.00 1<sup>st</sup> page  
.50 additional pages

**\*Outgoing faxes only\***

**Résumé Printing**    \$0.39 per page

**Scanning**              No Charge

**Transparencies**     \$0.75 per page  
\*Color or Black ink\*

## Logging on:

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BlackBoard, Email, Desktops,  
& Web Advisor

All open computer labs on the MCC campus now require student login at the desktop. This is to ensure network security and to prevent unauthorized use of college computing resources. Use the following information to log in:

**User name:** First initial of you first name, first initial of your last name, and your complete student I.D. number.  
(*Example: jd0123456*)

**Password:** Your six-digit birthday  
(*example: MMDDYY*)



## Printing in the Library

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To print or make copies in the MCC Library you must have an active Highlander OneCard or University Center ID with a positive funds balance. You can deposit money on your OneCard at the Mac Card office located near the main entrance on the 2<sup>nd</sup> floor of the LTC building.

After you have placed money on your Highlander OneCard just follow the steps below:

1. Select the ‘Print’ option to send your document to the printer. (Note the number on the label at the top or base of your monitor.)
2. Go to the print server located beside the printer near the circulation desk.
3. Find your document based on your login name. Select your print job on the computer screen and click it once. Next, click the ‘Print’ button at the bottom of the screen.
4. Swipe your Highlander OneCard, and retrieve your printed document.

If at any time you need assistance in the library, please notify any of the library personnel.