LANEY COLLEGE
900 Fallon Street, T-850
Oakland, California 94607

SOP Number: 5,30,05
Previous SOP:
Page 1 of 3

STANDARD OPERATING PROCEDURE

DEPARTMENT:	Library Services	**TITLE:**	**INTERNET/BOOK CATALOG**

PURPOSE:

To identify Internet/Book Catalog/Database Computer services for Laney students.

PROCEDURE:

Use of the Laney College Library's Internet is for Peralta Community College students only.

- Only Peralta College student may use computers that have Internet access.
- Peralta students must be currently enrolled and possess a Peralta Student ID card with a current sticker from Laney College or another Peralta College campus.
- No identification is required to access computers that have the library book catalog and database.
- Ask the Librarian at the Information Desk for a list of databases available for searching in the Laney Library.
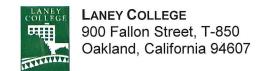
Authorized Use of the Internet

Internet and other related online systems are intended to support the academic mission of Peralta Community College District (PCCD).

- Thirty (30) minute sessions are allowed.
- No more than one person can occupy a single computer station at one time.

Suspension of Computer Privileges

Users are expected to comply fully with the College and Library's Rules of Conduct Policy. Misuse of computing resources may result in the loss of computing access. Conduct which violates this policy includes, but is not limited to the activities in the following list:
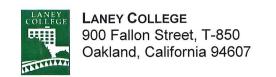
- Unauthorized use of a computer.
- Game playing.

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SOP Number:
Previous SOP:
Page 2 of 3

- Displaying sexually explicit/obscene, defamatory files.
- Chat room forums.
- Knowingly or carelessly performing an act that will interfere with the normal operation of computer terminals.
- Using computing resources for illegal activities or for commercial/financial gain.

Any illegal or inappropriate use of these resources will be dealt with by the District authorities and/or other law enforcement agencies.

LANEY COLLEGE
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SOP Number:
Previous SOP:
Page 3 of 3

STANDARD OPERATING PROCEDURE

DEPARTMENT: Library Services	**TITLE:** INTERNET/BOOK CATALOG

KEY WORDS

DEFINITIONS AND ABBREVIATIONS

RESOURCES

Last Edits:			
Responsible:		**Approved by:**	
Date for Review:		**File Ref:**	
Previous Titles:			