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## **Policy on Student Group Use of Office Equipment**

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General use of Office of Student Life and Cultural Centers equipment such as computers, printers, and Xerox machine by students is not approved. There will be certain exceptions for groups that the Office of Student Life and Cultural Center advises. These groups are: Rose Float, Multicultural Council, REACH, ASI Programming, ASI Culture Weeks, Greek Council, IFC, Diversified Greek Council and Panhellenic Council. These groups should have access to the computer lab, but there are times when certain programs or projects will necessitate more time on computers. These groups will be allowed use of computers and printers in the Office of Student Life and Cultural Centers with their advisors approval. Each advisor should monitor use of such computers and let the secretary or another advisor know when students have permission to use them. Individual offices should not be opened for students unless advisor has approved and prior notice is given to office staff. Unlimited use of any computer is not permitted. Groups need to provide their own paper, disks, etc.

Use of the laser printer is prohibited except in an emergency. Advisors should use discretion in determining what constitutes an emergency. The computer lab, Greek Affairs and MCC Office should always be accessed first. Records should be kept for use of the laser printer.

The Xerox machine, also, should only be used in the case of an emergency. Copies should be limited to 1 or 2 and under no circumstances exceed 10. Students should use Bronco Copy and Mail.

There will be no personal use of office equipment allowed.