



VCC Library Guest Computer Access

Usage Guidelines

Guest logins providing access to the computer workstations in VCC Library & Learning Centre may be issued to individuals who meet the criteria established in the "Guidelines for Guest Computer Access at VCC Library & Learning Centre.

Guest logins are issued for the **current day only** and will expire when the Library closes. Longer periods are available for:

- Contract workers will be issued a login for up to six (6) months; and
- Practicum students will be issued a login for the length of their practicum.

Terms of Use

- Current VCC students and employees have priority use of Library and Learning Centre computer workstations. During busy or peak times, the Library may choose to not issue a guest login, and you may be asked at any time to vacate your guest station if it is required by a VCC student/employee.

Use of the computers is governed by the *Appropriate and Responsible Use of Educational and Information Technology Policy* ([VCC Policy No. B.05.02](#)).

- The Guest User is responsible for any activity on the computer until logged out. The guest user must not share the login with anyone else, and must log out of the computer when finished their session.
- Guests under the age of 18 will not be issued a guest login.

Complete this form and show the Library employee one (1) piece of current official photo I.D. (e.g. driver's license, passport, College ID card with valid expiration date).

This form will be kept on file in the office in a secure location by the Department Head of Library Public Services for one (1) year, to allow any inappropriate use of the workstations to be tracked. This information is being collected under the authority of the College and Institute Act and will be used in compliance with the *Freedom of Information and Protection of Privacy Act (FOIPPA)* ([VCC Policy No. A.03.03](#)).

I have read, understood, and agree to these usage guidelines.

PRINT NAME _____

INSTITUTION & ID NUMBER OR ADDRESS _____

SIGNATURE _____

DATE SIGNED _____

***** Section to be completed by Library employee

GUEST LOGIN ISSUED _____

DATE / TIME ISSUED _____