

# Reservation and Usage Policy Open Access Academic Computing Facilities North Carolina A&T State University

## Scope

The Open Access Academic Computing Facilities at North Carolina Agricultural and Technical State University are for students to conduct academic work and research. There are many open computing facilities and a host of specialized labs available. This policy only applies to Open Access Academic Computing Facilities managed by Research Computing, Student Technology Services (STS), and Academic Labs directorate of Information Technology and Telecommunications (see [Appendix B](#) for list of these facilities).

North Carolina A&T State University students via the Technology Fee fund Open Access Academic Computing Facilities. Accordingly, these facilities primarily serve general student bodies and employees of the University, when appropriate. Furthermore, any wear and tear of the equipment in these facilities due to use by anyone other than non- North Carolina A&T State University member should be minimized and in cases when allowed, appropriately charged.

## Purpose

This policy is to outline:

- . the purpose of the campus Open Access Academic Computing Facilities.
- . the policy and procedure of reserving these facilities for class, workshop or training.
- . the requirements for being able to reserve and use these facilities for class, workshop or training.

## Definition

Open Access Academic Computing Facilities:

1. are available primarily for the students and to allow them to complete academic assignments and conduct academic research.
2. are available to all North Carolina A&T State University students during normal operation hours.
3. have sole purpose of providing general computing environment for all students on campus and do not specifically serve need of any particular academic department.
4. are open various hours of the day and distributed around the campus. Operation hours do vary from facilities to facilities, with some being open 24 hours during academic year.
5. are managed by Research Computing, STS, and Academic Labs directorate and staffed with coordinators.
6. are financed by students through Student Technology Fee.

## Other Use and Reservation

These facilities may be reserved and used by individuals, departments and organizations in campus for a class, workshop or training. However, such a use may be limited and restrictions may apply as to when and who besides students are allowed to use these facilities. Other stipulations may also be associated. **Involved individual or associated department may be asked to pay a coordinator charge or facilities usage fee.**

See [appendix](#) for applicable charges.

### *1. Faculty teaching a class offered by the University*

A faculty may reserve a facility for his or her class that is offered by the University for tuition. All such reservations should not exceed 25% of the normal operation hours during a given a week. (For example, if a facility is open for 40 hours a week, that facility may be used no more than total of 10 hours a week during normal operation hours for classes.)

A faculty may also reserve a facility for class outside of facilities normal operation hours. Such reservations will not be subject to 25% of operation hour limitation; but associated department may be asked to provide fund for a facility coordinator.

### *2. Faculty/staff conducting workshop or training*

Individuals who are directly associated with the University, such as a faculty or staff, may reserve a facility outside of normal operation hours (i.e. evenings, weekends) for a free workshop or training of North Carolina A&T State University students. Registered North Carolina A&T State University students should not be charged a fee for attending a workshop/training in these facilities. If a fee is charged, person responsible for the workshop or training will also be charged a fee for use of the facility.

If participants are non North Carolina A&T State University students, such a use will only be allowed if the University sponsors the particular activity/event. Additionally, the faculty or staff member may not receive compensation for this activity from a non North Carolina A&T State University source. (For example, a faculty member providing free workshop to a community group as part of University sponsored program.)

The Director of Research Computing, STS, and Academic Labs or the Manager of Academic Labs will consider reserving the facilities for workshop or training during normal operation hours on a case-by-case basis. Director reserves the rights to reject any request for a facility, regardless of the time, if he deems it not to be in the best interest of the North Carolina A&T State University students.

### *3. Academic department or organizations sponsoring workshop or training*

Academic departments and registered campus organizations may reserve a facility outside of normal operation hours (i.e. evenings, weekends) for workshop or training of North Carolina A&T State University students.

If participants are non North Carolina A&T State University students, such a use will only be allowed if it is a part of a University sponsored activity/event. If participants are charged a fee for attending, the academic department or the organization may also be charged a facilities usage fee.

The Director of Research Computing, STS, and Academic Labs or the Manager of Academic Labs will consider reserving the facilities for workshop or training during normal operation hours on a case-by-case basis. Director reserves the rights to reject any request for a facility, regardless of the time, if he deems it not to be in the best interest of the North Carolina A&T State University students.

### *.4. Individuals or Organizations not allowed reserving a facility*

. Organizations that are not associated with the University nor sponsored by the University.

. Organizations that are not associated with the University and that are for profit entities, regardless of their sponsorship.

- . Individuals not employed by the University.
- . Individuals who would be compensated for the training/workshop by an external organization.

.5. *Other Requirements*

- . Provide all documentation required to prove eligibility.
- . Make reservation(s) at least one week in advance.
- . Observe the rules posted in each facility.
- . Observe software license stipulations and copyright guidelines.
- . Do not leave facility unattended.
- . Forward cancellations at least two business hours prior to the commencement of class/workshop.
- . Close the facility if a facility coordinator or another authorized individual is not available at the end of your class/workshop.

**Responsibilities and Expectations**

- . Users are expected to take proper care of the equipment and to report any malfunction immediately to staff on duty or to the person in charge of the facility.
- . Users shall not attempt to move, repair, reconfigure, modify, or attach external devices to the systems.
- . No food or drink is permitted in public facilities, unless specifically approved by the director of Research Computing, STS, and Academic Labs or Manager of Academic Labs.
- . Software installation by users is prohibited and a special software installation request for a workshop may or may not be entertained.
- . Foreign devices are not allowed unless specific authorization is granted (such as: external disk, printer or video system).
- . Individual computer center facilities may post additional rules and restrictions. Users are responsible for reading and following these rules.

**Appendix A: Fees and Charges**

1. Charge Chart
2. Charges

<b>Charge Type</b>	<b>Facility Use</b>	<b>Facility Requester</b>	<b>Participants</b>	<b>Participation Charge</b>
Coordinator*	Class	Faculty	North Carolina A&T State University Students	No
Fee	Workshop/ Training	Faculty/ Staff	North Carolina A&T State University Students/Employees	Yes
Coordinator*	Workshop/ Training	Department/ Organization	North Carolina A&T State University Students/Employees	No
Fee	Workshop/ Training	Department/ Organization	Non North Carolina A&T State University Students/Employees	Yes or No

Coordinator*	Workshop/ Training	Sponsored Non- profit External Organization	North Carolina A&T State University Students/Employees	No
Fee	Workshop/ Training	Sponsored Non- profit External Organization	Non North Carolina A&T State University Students/Employees	Yes

**Coordinator Charge: \$10/Hour**

\*(This charge would apply only if the Research Computing, STS, and Academic Labs Director or Academic Manager deem it necessary to have a coordinator present. Coordinators insure that the equipment is not abused and they restore the facility for regular use when training/workshop is complete. They are also trained individuals who are bale to troubleshoot equipments if one is to be not working properly. The Research Computing, STS, and Academic Labs Director will make the final determination if a coordinator charge is appropriate.)

**Facilities Usage Fee** (*For a 20 computer facility and includes a coordinator*):

Hourly:                 \$20/hour  
                               \$10/hours for each additional hour over 8

Daily:                    \$150/day for 8 hours day  
                               \$10/hr for each additional hour over 8

Weekly (5 days):     \$700 for 8 hours day  
                               \$10/hr for each additional hour over 8

**Appendix B: Facilities Information**

	Speed	PC	Comments	(MHz)	Count	CPU Location	CPU Type
Barnes 126	Intel						
500	20	20	37	20	13	30	15
Hines 202							
25	25	20	15	20	20	25	25
30	25	30	25	15	30		
Benbow 201	Intel						
500							
Bluford 024B	Intel	PII					

300

Crosby 203 Intel  
500

Frazier (Art) Mac G4  
500  
Graham 210 Intel PPro  
200

Gibbs 210 Intel  
500

Gibbs 212 Intel  
500  
IRC 17 Intel  
500

IRC 18 Intel  
500

Marteena 115 Intel  
500

Marteena 113 Intel  
500

Merrick 225 Intel  
700

McNair 212A Intel  
700

McNair 212B Intel PPro  
200

McNair 222 Intel  
700

McNair 224 Intel  
700

McNair 238 Intel PPro  
200

McNair 223 Intel PPro  
200

Noble 09 Intel

500

Smith 1007 Intel

700

0 Renovation in progress