

SUNY Plattsburgh Campus Handbook - SECTION IV

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ATHLETICS

Intercollegiate Athletics

The intercollegiate athletics program provides opportunities for both men and women to participate in a variety of sports in accordance with the National Collegiate Athletic Association (NCAA) Division III Philosophy Statement. The administrators, coaches, staff, and student-athletes who have the privilege of participating in the intercollegiate athletics programs at Plattsburgh State hold the highest regard for physical, intellectual, social, and cultural development. It is paramount that the quality of the athletic experience at Plattsburgh State be rewarding for the student-athletes, and that with proud memories they will leave the college as graduates who make up the fine history of the college.

RECREATIONAL SPORTS

To meet the recreational needs of students at Plattsburgh, our recreational program includes:

- opportunities for organized recreation - 15 intramural tournaments
- opportunities for special interest groups to organize and compete under proper supervision and guidelines to maintain the safety of students participating - Sports Clubs
- Provide for special requests for facilities and equipment by campus groups who want to organize their own events
- provide for informal - Open Recreation - time which would allow for a variety of free facility time for the drop-in "do my own thing sports individual"
- America Red Cross CPR and First Aid training classes
- Saturday morning youth Learn to Swim program
- Non-credit Life guarding classes

Field House

The Field House complex is a multi-purpose facility housing the 3,500 seat Ronald B. Stafford Ice Arena which is used for ice hockey, figure and recreational skating. A separate arena is available for basketball, indoor track, softball, baseball, and soccer. The Field House also houses a fully equipped athletic training room, numerous locker rooms, and administrative offices. Softball, baseball, lacrosse, soccer and practice fields, along with six regulation tennis courts, an outdoor track and cross country track course are adjacent to this facility.

Fitness Center

The Fitness Center is a comprehensive fitness and exercise facility that combines cardiovascular, resistive weight and free weight equipment with a multifaceted group exercise program. Located in Memorial Hall, the Center provides individual and group orientation for members and is a student, faculty, and staff membership club.

CAREER DEVELOPMENT CENTER

The center offers services to all students and alumni to assist them in the exploration of skills, interests, and priorities essential to the career life planning and preparation process. Students are encouraged to contact the staff early in their Plattsburgh experience (Kehoe 202; telephone, 518-564-2071). The following are services offered by the Career Development Center:

Career Counseling helps in choosing or changing majors, setting career goals, and/or planning to obtain internship or work experience while in school. Individuals can receive assistance writing a

resume, planning a job search, applying to graduate school, or making a career change. Counselors can help to assess skills, interests, values, and priorities as well as administer and interpret assessment instruments when appropriate.

Educational/Occupational Information is provided in a comprehensive career resource area where electronic and printer reference materials including books, periodicals, videotapes, college catalogs, and graduate school information are maintained. The center also hosts a website that provides further information on its services as well as links to a variety of online career-related resources at www.plattsburgh.edu/careerservices/

Student Employment Services help individuals locate part-time employment on and off campus during the academic year and summer in the local area, New York State, and beyond. Students are not required to demonstrate financial need in order to be eligible for these services.

Job Search Assistance includes a credential file service, a job search workshop series each semester, and on-campus recruitment opportunities. A career information and recruitment fair is held annually and hosts employers from various sectors including business and industrial corporations, federal and state government agencies, social service organizations, school districts, and health care organizations.

COMMUNITY SERVICE PROGRAMS

There are many opportunities for students to become involved with service in the local and broader communities. Project HELP connects students with Clinton County not-for-profit agencies that are in need of volunteers. Past experiences have included working with children or the elderly, in a local soup kitchen, with Habitat for Humanity, or other issues. The Alternative Breaks Program gives students a chance to engage in an extended volunteer experience during winter or spring break. Small groups travel by van with professional staff or graduate student site leaders to a wide range of projects across the eastern United States. These trips offer a reflective component that helps students tie their service into broader issues about society, community, and their own development. The Plattsburgh Student Service Corps engage students in 300 hours of service in exchange for some benefits to assist them with college expenses. Stop by the Plattsburgh Student Service Corps in the Angell College Center to learn more about these service opportunities.

LEADERSHIP PROGRAMS

There are many issues and challenges facing the young people of today, tomorrow's leaders. The Leadership Development programs at Plattsburgh State encourage involvement as ethical, productive members and leaders in college, work, and community settings. The programs provide students opportunities for self-exploration, individual and group skill development, awareness and understanding of leadership theories and models, and adventure based experiences. Leadership programs include weekend retreats, seminars, and for-credit classes. For more information, stop by the Center for Leadership Development, Angell College Center 202.

FRATERNITY/SORORITY LIFE

The Center for Fraternity/Sorority Life provides values-based educational programming to assist members in creating a positive fraternal experience encompassing the core principles of Friendship, Scholarship, Service and Leadership while learning to work through collaboration and inter-fraternalism within fraternity/sorority leaders. For more information, stop by the Center for Fraternity/Sorority Life, Angell College Center 204.

DEAN OF STUDENTS OFFICE

The Office of the Dean of Students is responsible for the campus Judicial System and the New Student Orientation Programs.

Judicial System

The administration of student conduct regulations and the College Judicial System is delegated by the President of the college to the Vice President for Student Affairs, and is specifically the responsibility of the Dean of students. Additional information is contained in the Student Conduct Manual, available in the Dean of Students Office.

New Student Orientation

All new undergraduate students, both freshmen and transfers, and their parents/families, are invited to participate in a summer orientation program. This program is designed to welcome new students and their families, introduce them to the various aspects of campus life and our community, and to register students for Fall Semester classes. Student Affairs staff, Faculty, administrators, and students implement the program. All new freshmen students are invited to take part in the Odyssey Program. Not a replacement for the traditional Orientation program, but an augmentation, this program is an outdoor-based, student-led, experiential learning opportunity aimed at making the transition to College easier.

EDUCATIONAL OPPORTUNITY PROGRAM (EOP)

The Educational Opportunity Program (EOP) is a state funded program providing access to the university, academic advisement, personal and career counseling, tutoring, financial aid, and other support services to students who, upon first admission to post-secondary education, were identified as academically under prepared and financially disadvantaged. Students are admitted to the program based on their potential to successfully complete a higher education degree program. Program enrollment at SUNY Plattsburgh averages 200 students each year from all regions of the state. The EOP office is located in Angel College Center.

STUDENT SUPPORT SERVICES (SSS)

Funded by the U.S. Department of Education, Student Support Services is an academic support program which offers a variety of services including basic skills classes and individual assistance in reading, mathematics, writing, study skills, peer tutoring, personal, academic and career counseling, and services for students with disabling conditions. A student who needs help is eligible for project services if he/she is a U.S. citizen or has proof of permanent residency, and (1) is from a family who meets Federal financial guidelines, (2) is from a family where neither parent has a four-year college degree, or (3) has a disabling condition. Student Support Services is located in the Angell College Center, Room 110. Services are provided at no cost to the participating student.

Related Academic Support Services

For a complete list of academic support services contact 564-2810.

Services for Students with Learning Disabilities or Physically Challenging Conditions

Students who have specific needs because of a learning disability or physically challenging condition may receive assistance in arranging to meet those needs at the Student Support Services Office, Angell Center, Room 110.

Among the services offered are:

- counseling and academic advising
- advocacy
- arrangements for auxiliary aids (sign interpreters, phonic ears, 4-track players, etc.)
- arrangements for accommodative testing services and other accommodative services
 - liaison with faculty and staff on campus as well as outside offices who serve students with disabling condition.

For more information contact 564-2810.

SUMMER ORIENTATION

All new undergraduate students, both freshmen and transfers, and their parents, are invited to participate in a summer orientation program. This program is designed to welcome new students and their families and introduce them to the various aspects of campus life and to register students for Fall Semester classes. Faculty, administrators, Student Affairs staff, and students implement the program.

UNIVERSITY POLICE

The University Police Department is the law enforcement agency for the campus. It consists of a staff of well-trained and highly motivated individuals who are committed to creating and sustaining a safe environment in which to live, work, and learn. The University Police Department is located in the Health Center Building. The office is responsible for general law enforcement activities, safety services, parking operations, and locksmith functions.

UPWARD BOUND

Upward Bound is a federally funded program for college-bound high school students from Clinton, Essex, and Franklin Counties. Upward Bound provides a comprehensive academic enrichment program throughout the year. Participants receive career, academic, and personal counseling as well as subject-specific tutoring. The program also offers an extensive array of college and career fieldtrips along with community outreach and cultural experiences during the school year and in the residential summer program. Upward Bound is located in Hawkins Hall.

FINANCIAL AID

The Financial Aid Office at Plattsburgh administers programs designed to assist students in securing the financial resources needed to pay for college. The cost of attendance minus the family's expected contribution determines financial need. For specific details on types and amounts of aid available, guidelines that regulate awards, and the rights and responsibilities of student applicants, inquiries may be made to the Financial Aid Office, Kehoe Room 406, by telephone at 518-564-2072 or toll-free at 1-877-768-5976, by FAX at 518-564-4079, or by e-mail at finaid@plattsburgh.edu. All programs, eligibility criteria, and award amounts are subject to change on an annual basis.

OFFICE OF PUBLIC RELATIONS

The Office of Public Relations is responsible for the preparation and dissemination of news releases and feature stories concerning the College and its people, policies and programs to local, regional, state and national news outlets. Faculty and students are encouraged to submit or refer items of interest about themselves and college activities. Please include the contact's name, telephone number and address. Information may be submitted either directly or through the appropriate dean/directors offices to the Public Relations Office, 113 Hawkins Hall. Items may also be forwarded by Email to: news@plattsburgh.edu

LIBRARY

The Benjamin Feinberg Library offers a rich and diverse collection of resources, programs, and services that directly supports the teaching and research mission of the college. Please consult the Library's web page, <http://www.plattsburgh.edu/library/> for access to and information about the library's collections, both print and digital, document delivery, electronic reserves, instruction, reference services, hours of operation, library liaison program, borrowing information, requesting materials, special events, among other topics.

COMPUTING & MEDIA SERVICES

Computing and Media Services (CMS) enables and supports the use of computing and media technology to serve the needs of the Plattsburgh State campus and community. CMS offers direction, consultation, and assistance in the selection, installation, use, management, and maintenance of desktop computers, satellite and cable communication systems, server systems, audio visual equipment, Internet presence services, media distribution systems and materials, residential networking services and multimedia/media equipped or computer-based labs, classrooms, and facilities. CMS strives to offer quality services that directly and positively contribute to the success of the campus community.

COMPUTING & MEDIA SERVICES FACILITIES

What We Do

Computing & Media Services (CMS) provide design, installation, management, and support services for multimedia/media-equipped or computer labs, classrooms, and facilities.

Resources and Services

Our main lab located on the first floor of Feinberg Library contains 94 computers, we also have an Extended Lab with 28 computers and a Groupwork Area, available on a first-come, first-serve basis. We also maintain and provide assistance with over 50 classrooms, smart carts, and other instructional facilities.

<http://web.plattsburgh.edu/technology/facilities/index.php>

CARDINAL COMPUTER CARE SERVICES (CCCS)

The Help You Need (Not Just the Parts)

CCCS makes service and support for your personal computer simple and efficient. For \$45 a semester, less than most service providers charge for an hour of service, you get:

- operating system reloads
- hardware installation

- network card installation
- ongoing support for software misconfiguration and failures
- unlimited phone support and troubleshooting.

CCCS is another way Computing & Media Services tries to make your life easier and ensure that you get the most out of your computing resources while at Plattsburgh State.

In too many cases, service ends when you buy your computer. CCCS ensures that service follows you to campus.

How Do You Sign Up?

Simply add this charge to your Student Accounts bill. There is a line item for this fee.

<http://web.plattsburgh.edu/technology/cms/ccs/index.php>

COMPUTER DISTRIBUTION PLAN

Computing & Media Services (CMS) strives to provide each user with a computer and the software necessary to get his or her job done. In the current environment of desktop systems, this means most users' needs can be met with a basic system. However, CMS recognizes that some users require more or different features. CMS will work with such users to try to meet their needs within budgetary constraints. While CMS can define basic needs on a broad campus level, individual or particular needs are something to be determined (and perhaps funded) on a case-by-case basis, in conjunction with the appropriate chair or dean.

<http://web.plattsburgh.edu/technology/computers/compdisplan.php>

COMPUTER EQUIPMENT (SUPPORT & MAINTENANCE OF APPROVED)

Computing and Media Services (CMS) provides support in the forms of installation, problem diagnosis, repair, and on-going assistance for computers and related-peripherals. This support is only available for such items that are purchased from approved manufacturers. The support and maintenance of equipment purchased from other than approved manufacturers rests solely with the department that purchased said equipment. Currently, the list of approved manufacturers for computer desktops and notebooks include:

- Dell
- Gateway

<http://web.plattsburgh.edu/technology/computers/compsumaint.php>

COMPUTER PRIVACY FOR EMPLOYEE MACHINES

This computer system is the property of a State University of New York, College at Plattsburgh business entity and is provided solely for use by their authorized employees in accordance with policies available for viewing on the campus website and in their Human Resources Services office.

WARNING: Criminal and civil penalties may be imposed for obtaining unauthorized access to this

system or for causing intentional and unauthorized deletion, alteration, or insertion of data. Any information stored, processed, or transmitted by this computer may be monitored, used or disclosed by authorized personnel, including law enforcement.

<http://web.plattsburgh.edu/policies/technology/comprprivemp.php>

COPYRIGHT OBSERVANCE FOR COMPUTER SOFTWARE

It is the policy of SUNY Plattsburgh, that no person shall use or cause to be used on the college's computers (particularly microcomputers) any software which does not fall into one of the following categories:

1. It is in the public domain.
2. It is covered by a licensing agreement with the software author, vendor, or developer, whichever is applicable.
3. It has been donated to the college and a written record of a bona fide contribution exists.
4. It has been purchased by the college and a record of a bona fide purchase exists and can be produced by the user upon demand.
5. It is being reviewed or demonstrated by the users in order to reach a decision about possible future purchase or request for contribution or licensing.
6. It has been written or developed by a college employee or a student for the specific purpose of being used on a college-owned computer.
7. It has been written or developed by the user.

It is also the policy of the college that there be no copying of copyrighted or proprietary software which was acquired under the standard, single-use permit except for legitimate copying for archival backup purposes. These copies shall not be used on another machine while the originals or a working copy are in use.

Software acquired under a site or universal license shall only be copied and distributed in accordance with the terms of the license when the licensee has issued local serial numbers for the copies, unless the license permits unlimited copies. If there are any questions about campus rights to copy software under site or universal license, the licensee should be consulted.

<http://web.plattsburgh.edu/policies/technology/copyright.php>

ELECTRONIC MAIL AS AN OFFICIAL MODE OF COMMUNICATION

SUNY Plattsburgh considers both the United States Postal service and the college's e-mail system official modes of communication. Electronic mail accounts are assigned to all staff and students and have the following formats:

- Faculty/Staff Addresses - employeeusername@plattsburgh.edu
- Student Addresses - studentusername@mail.plattsburgh.edu

The college will consider employees and students to be duly informed and in receipt of notifications and correspondences sent by an any college administrator, staff, or faculty that are delivered to an employee's or a student's college e-mail account.

It is recommended that employees and students frequently access their college assigned e-mail account for official information. Individuals may choose to have their @plattsburgh.edu or their @mail.plattsburgh.edu e-mail accounts forwarded to an off-campus account.

Such individuals however, are responsible for managing their disk quota such that there is room for new mail to arrive and for forwarding their Plattsburgh e-mail account to a functioning alternative e-mail address.

The college is not responsible for delivery problems to non-official e-mail accounts.

<http://www.plattsburgh.edu/policies/technology/email.php>

HELPDESK/RESNET SERVICES

The name says it all - we are here to **help!** Our staff of talented professionals and student technicians are available to assist you with a variety of technical issues.

Triage. Sometimes knowing what is wrong is half the battle. Triage is what we do best - figuring out what the problem is, who should handle it, and when it will get fixed.

Configuration . We can tune your system and software so they work well together and allow you to work well with them.

Repairs . Our technicians are certified for most vendors on campus and for some that are not used on campus.

Special Programs . The Helpdesk is also the home of special services like Cardinal Computer Care Services and Residential Networking (ResNet).

And much more... They are probably some things we forgot to mention. In short, the Helpdesk is the place to call when you don't know who to call. If our technicians cannot offer service directly to meet your needs, they will do their best to refer you to someone who can.

The Helpdesk is centrally located on the first floor of the Feinberg Library or can be reached by phone at (518) 564-4433. Service is offered in person at the desk, over the phone, or at the deskside (by appointment). You can also submit queries via e-mail at helpdesk@plattsburgh.edu

You can also submit requests online, via our tracking database.

<http://www.plattsburgh.edu/technology/helpdesk/index.php>

MEDIA SERVICES

We offer a variety of services that allow you to make the most of your classroom, presentation, or special event activities.

We also work behind the scenes to ensure a high degree of availability for key infrastructure elements such as cable and satellite communication systems.

Facility Design and Maintenance

We support a variety of "smart", "media-equipped", or "media-enhanced" spaces on campus.

Equipment Placements

If the equipment you need is not already in your classroom, we'll arrange delivery.

Equipment Loans

Need a digital camera gather pictures for your web site or a projector to take to a conference? We can help.

Satellite Services

We can dish with the best of them. Our systems are available for downlinking teleconferences or special programming. If copyright permits, we can also record certain programming.

Cable Systems

Whether it comes in via a dish, tape, or wire, it gets to your classroom or dorm room via the cable infrastructure we support and maintain.

Special Events

We are the roadies for bi-annual commencement ceremonies and certain campus-wide conferences.

<http://web.plattsburgh.edu/technology/media/index.php>

TECHNOLOGY POLICIES AT SUNY PLATTSBURGH

Thank you for taking the time to visit and view our list of policies, rights, and responsibilities documents. We feel it is extremely important that all members of our campus community have convenient access to such materials and have tried to provide as complete a listing as we can.

We also know that it can be quite a challenge to stay abreast of all such relevant information, so please let us know if you have any suggestions about making this collection easier to use or more comprehensive.

<http://www.plattsburgh.edu/policies/technology/>

COMPUTER CLASSROOM/LAB POLICIES

Computer use privileges are limited to currently registered students of Plattsburgh State, Plattsburgh State faculty/staff or Clinton Community Students who have paid the technology fee.

<http://web.plattsburgh.edu/policies/technology/compclasslab.php>

DIGITAL MILLENIUM COPYRIGHT ACT INFORMATION

"The Digital Millennium Copyright Act provides a new subsection 512(c) of the copyright law that affords limitations on service provider liability with respect to information residing, at direction of a user, on a system or network that the service provider controls or operates, if the service provider

has designated an agent for notification of claimed infringement by providing contact information to the Copyright Office and through the service providers' publicly accessible website. 17 U.S.C. 512(c) "

Contents of Copyright Infringement Notification

Digital Millennium Copyright Act, Title II, Section 512(c)

To be effective under DMCA Section 512(c)(3)(A), a notification of claimed infringement must be a written communication provided to the registered agent that includes the following:

1. The copyrighted work that allegedly has been infringed. If multiple copyrighted works at a single online site are involved, please provide a list of the works on that site.
2. The material that is claimed to be infringing and provide sufficient information to permit SUNY Plattsburgh to locate that material.
3. Information reasonably sufficient to permit the service provider to contact you, such as an address, telephone number, and, if available, an electronic mail address.
4. A statement that you have a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law.
5. A statement that the information in the notification is accurate, and under penalty of perjury, that you are authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.
6. A physical or electronic signature of the copyright owner or person authorized to act on behalf of the owner.

Notice and Takedown Procedure

It is expected that SUNY Plattsburgh faculty, staff, and students will comply with applicable copyright laws. It is the policy of SUNY Plattsburgh to process and investigate notices of alleged copyright infringement, and take appropriate actions under the Digital Millennium Copyright Act, Title 17, United States Code, Section 512. SUNY Plattsburgh will follow the procedures outlined in the Digital Millennium Copyright Act with regard to appropriate notifications to the user and the complaining party, acceptance of counter notifications, and, where indicated, put back of the alleged infringing material.

Refer to the United States Copyright Office for the provisions of the DMCA at

<http://www.loc.gov/copyright/legislation/dmca.pdf>

Repeat Offenders

Repeat copyright infringement offenders will be escalated through the appropriate judicial channels at SUNY Plattsburgh.

<http://web.plattsburgh.edu/policies/technology/dmca.php>

COPYRIGHT AND FILE SHARING OF MUSIC, VIDEO, SOFTWARE AND GAMES: WHAT THE DMCA MEANS TO YOU

In a few words

SUNY Plattsburgh must abide by law as it is set down in the Digital Millennium Copyright Act. As such, PSU does not allow students to use its network resources for the illegal sharing of music, video, software, and game files.

The Perils of P2P (Peer-to-Peer file sharing)

In 2003, the Recording Industry Association of America (RIAA) has been targeting music traders, using the provisions of the Digital Millennium Copyright Act (DMCA) to force internet service providers to reveal identities of users, using search "bots" to ferret out file traders, and sending a whole lot of threatening letters to the traders and to the institutions and organizations that provide the traders with internet connectivity.

In April 2003, college students became particular targets as the RIAA began filing civil suits seeking compensation for damages of up to \$150,000 per offence; four broadly publicized cases wound up costing the students involved \$12,000-17,000 in damages. And in June 2003, the RIAA announced that it was planning to step up its efforts.

Students can't afford these sorts of damages, and colleges can't afford to have their networks compromised or threatened by legal actions. Illegal file-sharing activities put both the college and its students at risk.

<http://web.plattsburgh.edu/help/dmca/index.php>

EDUCATIONAL TECH FEE WAIVER POLICY

Requirements

Individuals seeking an Educational Technology Fee waiver need to submit a request in writing to the Dean of Library & Information Services. The individual will receive a written response to the request. If the fee is waived, the Dean's Office will inform the Student Accounts office.

Your Educational Technology Fee At Work

Many students assume that the fee is tied exclusively to their use of computer labs on campus and library databases, while in reality, this fee funds a host of mission critical operations.

The Educational Technology Fee is used to fund a broad base of technology on campus including, but not limited to:

- classroom facilities including computer classrooms, "smart" classrooms, media enhanced classrooms, satellite capable rooms;
- student computer labs;
- disciplinary specific hardware and software;
- campus software licenses;
- network connectivity and infrastructure including wireless network communications, bandwidth expansion, campus backbone upgrades;
- library automation including access to online and full-text databases and library management systems;
- instructional technology development;
- support for online registration, grades, and course advising;
- and support personnel.

Approved and Amended by the Educational Technology Fee Advisory Committee 27 October 2003.

<http://web.plattsburgh.edu/policies/technology/edtechwaive.php>

MASS E-MAILING POLICY

Mass e-mail messages are a useful and convenient way of informing the campus community. However, their potential for unnecessarily consuming resources and cluttering campus inboxes require that senders of such messages adhere to some guidelines. As such, mass e-mails must be approved and sent by authorized users only.

<http://www.plattsburgh.edu/policies/technology/massemail.php>

REPORTING CYBER SECURITY INCIDENTS

Any "unusual or serious cyber security incident" will be reported immediately by an employee to their direct supervisor. If there is any ambiguity about whether an incident should or should not be reported, the employee should err on the side of reporting it; the supervisor, in consultation with the LIS Dean, will determine if it meets the reporting standard.

For more information, contact the Dean of LIS (Library Information Services) at 564-5180.

<http://web.plattsburgh.edu/policies/technology/cybersec.php>

TECHNOLOGY INCIDENT POLICY

The handling of any suspected SUNY Plattsburgh computer and network policy violations and NYS and Federal Law violations in consultation with SUNY Counsel and University Police. Guidelines are set forth within this policy.

LIS Staff are mandated to report any violations discovered in the course of installing and repairing computers to University Police.

University Police are mandated to investigate all reported violations. For more information contact University Police at 564-2022.

<http://web.plattsburgh.edu/policies/technology/techincid.php>

RESPONSIBLE USE OF TECHNOLOGY RESOURCES

Use of technology resources is a privilege granted by the College. Use of any information technology implicitly affirms that you will abide by all applicable federal, state, and College policies that govern technology and information resources. The information technology facilities of PSU (computer hardware, software, networks, data, video, and other information facilities) are shared resources that directly support and facilitate teaching, research, public service, and administrative functions of the College.

The College strives to provide the most current and useful information technology, resources, and

networks to faculty, students, and staff. The excellence of our system is dependent on the integrity of our users. Individuals are accountable for their actions and all activity involving the accounts for which they have responsibility. Therefore, users are expected to:

Respect the rights of others; for example, users will comply with all College policies regarding sexual, racial, and other forms of harassment and disorderly conduct;

Respect the intended usage of resources; for example, users will use only the unique account assigned, users will not share their account with others, and users will abstain from any activity that abuses system resources such as chain letters, flooding/spamming, etc;

Respect the legal protection provided by copyright and licensing of programs and data; for example, users shall not make copies of a licensed software program or make multiple copies of information that is protected under copyright law;

Respect the integrity of system or network resources; for example, users will try not to breach system security through any means, including hacking, viruses, Trojan horses, password grabbing, and disk scavenging;

Respect the intended usage of computer systems and networks for electronic exchange (such as e-mail, Internet, World Wide Web, etc.); for example, users will not send forged or anonymous e-mail, read another person's electronic mail, send chain letters, conduct commercial activities, etc.

Network and system administrators will do their best to maintain a robust and responsive network and ensure privacy to all users. Please note, however, that privacy cannot be guaranteed. Network troubleshooting sometimes requires the capture and analysis of data packets, so no privacy should be assumed. Right to privacy is forfeited by engaging in any activity outlined above. The administrator of the system will employ any means necessary to prevent a breach of system security including disabling an account or collecting evidence by scanning the content of files. Violations to the responsible use guidelines will be pursued in accordance with established College practices, policies, and procedures. Such violation may result in loss of technology privileges and campus judicial charges.

Further information:

These guidelines and the College's Computer Use Guidelines are available on the Web:
<http://www.plattsburgh.edu/policies/>

Staff in the Computer Center is responsible for developing and maintaining administrative database systems on large central computing systems. They provide such related services as test scoring, assistance with hardware and software configurations to access central systems, and documentation of systems. Staff of Computer Support Center is active in the following areas of responsibility.

1. Development and planning. The staff provides advice and consultation to departments and individuals on hardware configurations, software solutions for computing problems, and data communications strategies. Communications advice includes how to use the campus PBX to contact other computers, configuration and use of local area networks and resource sharing devices, and how to use BITNET and the Internet to contact colleagues and resources at other institutions.

2. Management. The CSC manages several all-campus computing facilities, including the Microcomputer Lab in Feinberg Library, the Academic Computing Center in Hawkins Hall, and the

Microcomputer Instruction Lab in Hawkins Hall. The Microcomputer Lab has Apple Macintosh Plus, IBM-PC, Zenith PC-compatible, and Apple IIe, microcomputers available for assigned and casual use by students. The Academic Computing Center has terminals to a DEC VAX 6000-420 (the primary timesharing computing system for academic purposes), three DECstation 3100 workstations, and a network of Macintosh SE systems.

3. Documentation. The OCS is a repository of manuals and reference materials for hardware and software available to the campus community. It maintains current and back issues of several trade journals and microcomputer magazines, with indexing of hardware and software reviews in those periodicals. Use guides and procedures handouts on many aspects of computing services on the campus are available in the office or in the various facilities described above.

<http://web.plattsburgh.edu/policies/technology/responsibleuse.php>

INTERNET POLICIES FROM THE LIBRARY OF CONGRESS

<http://web.plattsburgh.edu/php-bin/external.php?url=http://www.loc.gov/loc/webstyle/inetpol.html>

VIDEO DISPLAY TERMINAL ERGONOMICS, Policy on Approved by Executive Staff, 1989

Purpose and Scope

This policy is established to address ergonomic consideration associated with video display terminal operations, as they relate to operator comfort. The policy addresses issues and concerns relating to operator vision, stress, and working conditions. Specifically, this policy focuses on such workplace concerns as workstation design, operator chair, worktable, and other environmental aspects such as illumination and glare.

It is the purpose of the policy to establish environmental standards and assume that these standards are met for those involved in video display terminal activity as a preliminary function of their assigned tasks. They will be adapted to work settings where VDT operations are not the exclusive function of the employee involved wherever practical.

Within the policy, the word "ergonomic" is used. It is defined as the science that designs machines and environments to fit people at work. It examines the interrelationships among people, machines, work environment, and job designs. Ergonomic factors include: machine design, workstation furnishings, lighting, ventilation, noise, temperature, and humidity.

Policy Guidelines

- A. Illumination - Lighting levels will be maintained at levels that reduce eyestrain and glare. Since this may be lower than is required for traditional office work, individual lamps will be made available.
- B. Control of Glare and Reflection - Since reflection is a major problem and an ergonomic consideration, advice and assistance will be rendered to help eliminate it. This could entail repositioning of VDT devices, providing glare screens, covering windows with proper shades, and other effectiveness measures.
- C. Workstation Design - To control the potential for musculoskeletal problems, workstations will meet ergonomic standards. Emphasis will be placed on tables and chairs which position VDT

screens at a height and distance appropriate for the operator. Both tables and chairs should have adjustment capability to allow for the same degree of comfort for more than one individual.

- D. Office Environment/Design - Occupational stress-related complaints are common among office workers. To combat this, effort will be made to reduce noise levels and to provide proper humidity and heating conditions. Assistance will be provided, when necessary, in the relocation of workstations to environmentally sound areas when existing areas do not conform to standards.
- E. Maintenance of Equipment - All VDT stations will be inspected periodically by the operator. Equipment malfunctions will be reported to the Instructional Engineering and Maintenance Department for repair or replacement. Proper cleaning of screens and keyboards will be an operator responsibility.
- F. VDT Work Routine - Because of the tedium of constant stationary tasks, periodic work break schedules are encouraged. This could entail alternate tasks away from the workstation or scheduled break periods. Whenever possible, greater flexibility and task variety will be built into jobs involving extensive use of VDTs.
- G. Equipment Not Acceptable in the Ergonomic Environment - The college will not approve the purchase of VDTs with attached keyboards nor non-adjustable tables and chairs.

Implementation

It is the intent of this policy that review and assessment be made of all VDT operations in which the use of VDTs is the exclusive function of the individuals employed. Assessments will be made against the backdrop of guidelines contained herein. Appropriate plans will be developed to make necessary modifications and/or replacements within a reasonable period of time. The college will make every attempt to accommodate necessary VDT-related expenditures within a reasonable period of time. The college will make every attempt to accommodate necessary VDT-related expenditures within fiscal guidelines, by establishing appropriate priorities, and will follow the guidelines when office renovation occurs.

Training

It is recognized that ergonomic problems related to VDTs can be significantly reduced through training of VDT operators. Therefore, the college will periodically offer training sessions using trained instructors and materials provided by the Governor's Office of Employee Relations. The sessions will deal with the mechanics of equipment, persistent musculoskeletal complaints, and visual problems. Both supervisors and operators will be provided with information regarding the health concerns associated with VDT use.

Equipment Acquisition

The Purchasing Department will be provided with specifications for equipment which meets ergonomic standards. Only approved workstation equipment and furnishing will be ordered when it has been determined that its use will be the exclusive function of an employee. In all other cases, ergonomically sound equipment will be highly recommended.

FEINBERG LIBRARY GIFT POLICY

Initial inquiries about gifts to Feinberg Library should be directed to the Head of Resource Control.

Please note: If individual library staff are approached by faculty, community persons, etc. about giving materials to Feinberg, please feel free to share the written gift policy with them or refer them to the Head of Resource Control. All library staff should be familiar with the Feinberg Library Gift Policy so that you can respond to basic questions.

The Head of Resources Control will discuss the potential gift with the donor and explain the Feinberg Library gift policy; a copy of the policy should be sent to the donor. Individuals should be encouraged to read the gift policy carefully and compare their gift materials to Feinberg Library's needs as stated in the Gift Policy.

If a gift seems to meet the Library's gift criteria the Head of Resource Control will notify the Director of Libraries and the Head of Collection Management. The Head of Collection Management will work with the Head of Resource Control and the appropriate library liaison to evaluate the gift in relation to Feinberg Library's collection needs. The evaluation of the gift may include a site visit, preparation of bibliography, and a check against the online catalog, among other activities.

The Head of Collection Management, or the liaison, will provide a summary of the evaluation to the Director of Libraries along with a recommendation to accept or reject the gift. The Director of Libraries will contact the potential donor regarding the Library's decision.

Gifts accepted will be processed as time allows through normal operating procedures. If the gift includes materials which the Library does not want to add to the collection, those materials will be temporarily stored and offered to appropriate agencies (i.e. prisons, Clinton Community College, etc) by the Head of Resource Control.

This policy is written specifically for multiple piece gifts. Single gift items can be accepted by any library staff member. The gift should then be sent to the Head of Resource Control; it will be acknowledged by the Director of Libraries.