# Tufts GIS Center Policy, Fall 2006

## ACCESS

- Access to the GIS Lab computers is restricted to Tufts faculty, staff, and students who have applied for and been granted an account for the purposes of doing GIS-related work. Unauthorized use will be reported as appropriate.

## PRIORITY USE

- The GIS Lab gives priority access to
    1. GIS classes
    2. GIS workshops
    3. authorized users doing GIS-related work
    4. any other explicitly authorized users
- Classes and workshops must be registered at least two weeks in advance with GIS Lab staff. Please register before the beginning of each semester if possible.

## HOURS

- The GIS Lab keeps the same hours as the Tisch Library and is only closed during classes and workshops.
- The Tisch Map Room itself is always open to all library patrons, even during classes and workshops.

## ACCOUNTS

- All users must have individual user accounts. Never share your account with anyone.
- Log off your workstation when you're leaving the lab. Start > Log Off
- Workstations lock automatically after 15 minutes of inactivity. Please log off instead.

## FILES AND STORAGE

- **Always save your data to H:\, which has 500MB of backed-up storage.**
- **Only use local storage on the C:\ drives for temporary space, because user data stored on the local C:\ drives is deleted every time the workstations are rebooted.**
- At the end of each semester, you are responsible for making CDs of the data you'd like to keep.

## PRINTING

- Printing is restricted to authorized GIS Lab users and is limited by quota
- Printing is provided as a service for the purposes of printing GIS-related documents and maps.
- Please print in grayscale if you don't need color printouts.

## SUPPORT

- On-duty GIS Lab student administrators provide support during their scheduled coverage hours. Hours are posted outside the GIS lab and on our website, http://at.tccs.tufts.edu/services/gis/
- For all other GIS support, please send email to gis-support@elist.tufts.edu which is monitored during business hours, M-F 9am-5pm