Public Access Computers (PACs) in the college library provide access to the library catalog, full-text journals, electronic indexes, and the internet. Computers on the main floor support productivity tools, such as Microsoft Office, and some support scanners, image editing software, the creation of portable documents (Adobe PDF), and burning CD-ROMs. The library staff provides basic assistance with the various software applications.

*Please also see the Campus Acceptable Use Policy for Technology Resources in both the student handbook and staff handbook.*

**Locations:** PACs are available during regular library hours in these locations:

- On the main level to the left of the main entrance
- On the lower level in the digital classroom

**Security:** PACs require entry of a Washington & Jefferson College User ID and Password for full access to services.

**Dedicated OPACs** - These provide access to the Library’s catalog Geotom. There are two located on the main floor at the user services desk and one on the lower level near the entrance to the Walker Room.

**Assistance:** If you need assistance finding or using a particular library catalog, electronic index, online database, or other research tool, please inquire at either the user or research services desks. W&J students, faculty, and staff may ask questions by e-mail (responses within 48 hours except for weekends, holidays).

See also our research guides located in brochure racks near the computer workstations or our Libguides at

**Remote access:** Many library services, including electronic indexes, e-books, the library’s catalog, and full-text journal article databases, are available via the web. These services are available to faculty, staff, and students both on and off campus. Alumni have limited access to electronic resources. Contact a librarian for a list of these resources, a login ID, and password information.

**Printers** are available at all library PACs. Small color print jobs can be completed using the library’s color printer for 50 cents per page.

**FAX** – When time and resources permit, library staff may assist Washington & Jefferson College faculty and students with faxing documents, local numbers only.

**Sound cards and headphones** are available on public access computers on the main floor of the library.
Anti-virus protection. Although the library runs anti-virus software on all of its PACs, this does not completely protect you from the possibility of getting a virus. It’s wise to run up-to-date virus-checking software on your personal computer.

Members of the public: The following library resources may be accessed by anyone from any computer with access to the World Wide Web:

- Geotom – Web version of the library catalog
- The U. Grant Miller Library home page

Priority for use of U. Grant Miller Library computers is given to W&J students, faculty, and staff doing research. Non-college patrons may use one of the computers designated for public use for research purposes only with a limit of 30 minutes per day, unless otherwise directed by a librarian. Public use of gaming and chat programs is not allowed.

Alumni and Retired Faculty & Staff: Alumni and retired faculty and staff may be given access to the PACs. Any library staff member can log them in using the guest login and allow them unrestricted access.

Wireless Access to the Computer Network: Wireless access to the campus network is now available in the library to the Washington & Jefferson College community.

Laptops: Laptops can access the campus network either through wireless connections or via a patch cable to a data port.

Unauthorized Use. The following activities are prohibited:

- Using any library PAC to “crack” or “hack” the library system or any other system’s computer that can be accessed online.
- Using any library PAC for illegal or criminal purposes.
- Attempting to copy licensed software from library computer hard drives to a disk.
- Downloading from the internet and installing software, including freeware and free licensed software, such as Yahoo Messenger.
- Accessing DOS
- Using personal software programs on the library’s PACs. This includes executables on CD-ROMs accompanying textbooks.