GENERAL USAGE GUIDELINES IN THE RESEARCH COMMONS

- **Research and Learning Focus**
  The Unisa Library’s Research Commons’ space and facilities are provided for the educational purposes of the University and specifically for academic research, study and support, not for business, personal or recreational use.

- **Reservation of computers and study desks**
  Computers and study desks in the Research Commons may not be reserved beforehand. They may also not be reserved by leaving personal belongings or signs.

- **Personal belongings left unattended – with or without a note**
  Any personal belongings left unattended for more than 45 consecutive minutes will be removed by Library Security, even though a note has been left requesting that they not be removed.

  Please assist us to ensure equitable access to the Research Commons workstations by not leaving personal belongings unattended at a workstation for extended periods.

- **Disability workstations**
  These are reserved for persons with disabilities. These workstations may be used if vacant.

  HOWEVER, you will be requested to vacate the workstation once it is required by a person with a disability. For your own convenience, rather use one of the other workstation at the outset.

- **Logging on / Logging off**
  A user may only be logged onto one library computer at a time. Each user must log off from the computer when they have finished.

- **Study desk versus computer use (applicable also to bring your own devices)**
  Users should only sit at a desk with a computer if they require those facilities.

  If studying or using a laptop or other device only, please use one of the study desks rather than the cubicle with the desktop computer. This does not apply should you be using both.

  Under no circumstances may any of the library computers be unplugged by users.

- **Saving work**
  Work done on the computer should be saved regularly on a removable USB device and NOT on the hard-drive. Neither the Library nor the University takes responsibility if the work was not saved and the computer has been logged off.

- **Additional software and plug-ins**
  No additional software or plug-ins may only be loaded onto any Research Commons computer other than those authorized by the Unisa Library.

- **Use of printed library material in the Research Commons**
  Printed library material such as books may be brought into the Research Commons. However, these may not be left in the Research Commons for use the next day. Rather have these issued on your name.