

APU LOGO USAGE

POLICY STATEMENT

Use of the APU logo is only authorized if used by a specific on campus office or department. If you plan to use any photos of students or staff, you must obtain each individual's permission prior to publishing.

REASON FOR POLICY

University's logo and images are intended for University purpose only.

PROCEDURES

Questions regarding the proper use of the APU logo, photos of students, staff and faculty, please contact the Graphics Center or the office of University Relations.

Computer Usage

POLICY STATEMENT

Graphics Center staff has the right to limit the amount of time spent on a computer.

REASON FOR POLICY

To offer internet use and specialized software services to internal/external clients.

PROCEDURES

The Graphics Center is considered to be a campus computer lab with internet access available to clients. However, our lab also functions as a graphics art lab where customers can work on special projects that require specialized software only available in the Graphics Center. Therefore, during peak hours, clients may encounter a time of interruption of computer use and may be asked to move to another computer work station at the Darling Library.

Copyright Adherence

POLICY STATEMENT

The Graphic Center will not duplicate any document that does not comply with the current copyright laws and the National Association of College Store's interpretation of "fair use".

REASON FOR POLICY

Protect the university from losses due to the violation of copyright laws.

PROCEDURES

For compliance questions contact Duplicating Services at extension 5418

Food and Drink

POLICY STATEMENT

No food and only covered drinks are allowed when working on the computers or near machinery. This policy is intended to protect all employees, equipment and guests of the Graphics Center.

REASON FOR POLICY

To have a clean and safe environment and to protect equipment, when utilizing the products and services in the Graphics Center

Method of Payment

POLICY STATEMENT

The Graphics Center currently accepts cash, checks, and Cougar Bucks. If you are creating a project for a specific department on campus and have obtained proper authorization and account/line number information, we can bill the project to your department.

REASON FOR POLICY

To received and accurately account for products and services rendered.

PROCEDURES

- Two forms of ID are required when writing checks to APU/Graphic Center.
 - Valid driver's license will be required
 - APU School ID
- Billing charges to a department will need to be approved by a department head.

Minors

POLICY STATEMENT

Due to the nature of some of our machinery and products, we require that minor children be accompanied by an adult at all times. Employees of Azusa Pacific University should refer to the employee staff handbook for policies on Children in the work place section: 11.10 page 1 of 1.

REASON FOR POLICY

Ensure the safety of all guest/clients when utilizing the Graphics Center.

PROCEDURES

Parents are to keep minor children in sight at all times, while using the Graphics Center facility. At no time, should clients leave their minor children alone to work on projects. The Graphics Center employees are not responsible for the care of minors left in the Graphics Center.

Phone Usage

POLICY STATEMENT

Internal /external clients are not permitted to use the phones for personal use. Only in an extreme emergency will phone usage will be permitted.

REASON FOR POLICY

The Graphics Center phones are for departmental related business only.

FORMS

Staff Handbook Section 10.6 Use of Electronic, Telephone and Computer Systems

Project and Usage Content

POLICY STATEMENT

Customers creating projects, whether for departmental or personal use must reflect the standards of conduct of Azusa Pacific University. No profanity, nudity, offensive, or obscene materials will be permitted.

REASON FOR POLICY

Create a healthy environment that is beneficial to all clients and to uphold the University mission statement.

PROCEDURES

Students wanting to create posters or banners for display in their living area may need to obtain additional permission by their RA or RD. If questionable material is being used, copied, created, or printed for distribution to the APU community, it must be approved by the Graphics Center Coordinator. Internet viewing and usage must be in good taste. If any explicit content is viewed or produced the customer will be required to discontinue use and/or leave the Graphics Center upon request.

Service Priority

POLICY STATEMENT

The Graphics Center operates on a first come- first service basis

REASON FOR POLICY

Provide a pleasant and beneficial experience for all customers.

PROCEDURES

We are open to the general public and will do our best to accommodate the needs of each customer, which may at times take priority over needs not affiliated with the university. If special circumstance arises, our staff may request that the clients use other resources.