

2019 Spring GIAL Policies

Important GIAL Policies

This lab is available for Geography faculty, staff, and graduate students, and any non-major graduate or undergraduate students currently registered in Geography classes who require use of GIAL facilities for assignments. In addition, faculty associated with the NCGIA can make arrangements to use GIAL resources for Center-related research.

The GIAL is not open to the general university public. We are very proud to offer this facility to our students and expect each of you to maintain its security and integrity. Please adhere to the policies and rules of good conduct posted in the GIAL regarding food, drinks, and lab schedules.

Access to the GIAL

Access to the GIAL is via a door swipecard system using your valid UB card. You are entitled to GIAL access if you are a Geography Department graduate student and/or enrolled in any Geography course utilizing the GIAL. You will be given access to the GIAL, GIAL corridor, and Wilkeson Quad exterior. **Graduate students have 24/7 access. Undergraduate students have access Mon-Fri, 8am-10pm. Please contact Dawn Raffel in room Wilkeson 105 if your swipecard (UBCard) access is not working.**

Computer Accounts

All students of the University are automatically provided a UBIT account when first registering for classes. If you did not receive one or are having trouble accessing it, you must inquire in person at the User Liaison Office, Room 215 - Computing Center - North Campus. Your UBIT name and password will be used to log-in to computers in the GIAL as well. Procedures for logging in to the GIAL will be explained at the graduate student orientation and by your Teaching Assistant/Lab Instructor if you are enrolled in a Geography class with a lab session.

Printing Charges

The GIAL is not a public lab, and therefore, is not funded by your student technology fee. In order to cover printer paper, toner, and maintenance costs you will be charged per printed page.

All printing is done on a pre-pay basis. Payments can be made to Dawn Raffel in the main office (Wilkeson 105) and you can print immediately. Black & white laser printing costs \$.05

per page and color laser printing is \$.40 per page. Printing that has been paid for is NON-REFUNDABLE but funds on your account will carry over each semester!

You are permitted to print on transparencies but they **MUST** be purchased from the main office (b&w - \$.25/each; color - \$.65/each). There are many different kinds of transparencies. Please see Dawn Raffel in the main office (Wilkeson 105) to use larger-format plotters.

You will be held financially responsible for damage caused by using material in the GIAL printers that was not purchased in the Geography department office. For printing on a transparency or letterhead, please review the documentation (manuals) available with the printers. If you do not know what you're doing, please enlist the help of a member of the technical support staff.

Reserving GIAL Equipment

Any of the computers may be reserved in advance. At any time, unreserved workstations will be available on a 'first come, first served' basis. Classes are held frequently in the GIAL. On these occasions, users who are not involved in the class are asked to relinquish their seats during the course of the class. See the schedule posted on the door to the lab for more information.

Faculty can reserve GIAL equipment for class instruction or demonstrations. In order to avoid conflicts with other class use, you should contact the department scheduler first to arrange reservations on a regular schedule. After that, the instructor or a TA can request the reservations as needed.

Additional Information

Safe Computing: **Remember to always log off when you're done at a workstation.** If you don't do this, others have access to your files and can maliciously delete your work as well as incur print charges to your account.

Food: **No food or drinks are permitted in the GIAL.** You are expected to discard any food or drinks at the door. If not done, you will be asked to leave the lab. The equipment is extremely expensive to replace, so please observe this policy.

Propping Doors: **Doors should never be propped open for any reason.** If caught propping open any of the doors to the GIAL, your lab access will be revoked for the remainder of the semester. If a door is found propped open, it will be closed.