



Guest User Computer Policy

The Information Commons is a research facility of Orange County Community College. Guest users are local Orange County residents and other visitors who are not affiliated with SUNY Orange County Community College. Limited access to library computers and the wireless network use is a courtesy to community members and is subject to availability.

The following rules apply:

- Guest users must present a valid form of Identification upon request. A picture ID is required.
- Guest users must be over 16 years of age. Persons under the age of 16 must be accompanied by a guardian at all times.
- Computers are to be used for research purposes only.
- Guest use computers are in limited areas in the campus libraries.
Middletown: 7 computers in the front row of the computer lab.
Newburgh: 2 computers at the computer bank in front of the service desk.
The guest computers in Newburgh are unavailable to guests between 11 am and 1pm.
- Guests are permitted to use the computers for a maximum of 60 minutes per day. If no students are waiting to use the computers the library staff may extend time limits for 60 minutes for special circumstances. Failure to leave when requested may disqualify user from using the library's computers again.
- Guests are offered up to 10 pages per day of black and white printing at no charge. A weekly limit of 20 pages will be enforced.
- Students, faculty and staff of Orange County Community College and SUNY have priority. During periods of high student activity, guest users may be denied access or asked to vacate a computer.
- Guest users must adhere to the Library Code of Conduct and all college rules and regulations (copies are available at the reference desk), including prohibition of the following. "...engaging in or disseminating illegal, obscene, threatening or unwelcome electronic communication, displaying or printing sexually explicit material in a public location, or damaging computer resources physically or electronically." (Campus Network Utilization Policy).
- A limited number of computers are available for guest users at any one time and are assigned on a first come first serve basis.
- Because of license restrictions, some materials may be unavailable to guests.
- You may not alter the computer configuration or install personal copies of software on library computers.

I have read the above and agree to abide by the guest user computer policy. I understand that failure to do so may result in loss of access privileges and may result in referral to appropriate authorities.

Name	
Address	Email
	Phone
Type of ID with number:	

User Signature: _____ Date: _____

Staff Initials: _____ Date: _____

Revised Fall 2025

Alumni: Check Box
