ATLab Usage Agreement Form – (Basic Rules and Expectations for ATLab Users):

To be granted access to the ATLab, users must initial that they agree with each of the following statements and sign and date this sheet at the bottom.

1. **Access** – I will not bring guests or visitors into the ATLab without permission. **Initials _____**

2. **Blinds** – I will not tamper with the blinds or the louvers in the ATLab. **Initials _____**

3. **Food and Drink** – I will not open or consume any food or drink any beverage in the ATLab or in the ATLab Study Carrels. (Note: water in a clear sealable container is permitted). **Initials _____**

4. **Headphones and Microphones** – I will use my own headphone and/or microphone for use with ATLab computers and software. (Note: for technology-accommodated exams proctored in the ATLab you may bring your headphones or a pair will be provided upon request). **Initials _____**

5. **Hours** – I will only visit / use the ATLab facility and Study Carrels during posted McKeldin Library hours (http://www.lib.umd.edu/hours). I will remain mindful of library closing times. **Initials _____**

6. **Noise** – I will respect other ATLab users’ needs and requests for a non-distracting ATLab environment while they work on their course-related materials and exams. **Initials _____**

7. **Software Downloads** – I will not seek to download any executable software onto ATLab workstations without written permission from the ATLab Coordinator. **Initials _____**

8. **Telephone** – I will avoid making/receiving cell phone calls or making calls on the ATLab guest phone (301-314-7989, x47989) that exceed 5 minutes in length when other users are working; and I will not use the ATLab Coordinator’s phone (301-314-7958, x47958) or the Reading Unit Coordinator’s phone (301-314-7684, x47684) without permission. **Initials _____**

9. **Personal Belongings** – I understand the ATLab is not responsible for personal belongings left or stored in the ATLab or in ATLab Study Carrels. I further understand the ATLab Coordinator will recycle unclaimed printouts at the end of each week. Any pens, pencils, erasers, etc. that are left in the ATLab will be considered communal property available to all lab users. After one week unidentified unclaimed thumb drives left in the ATLab will be considered communal property. **Initials _____**

10. **Printing** – I understand that Printing and copying in the ATLab has the same pricing structure as public printing in the libraries. **Initials _____**

    - **B & W Single-Sided:** 10 cents per page, **B & W Double-Sided:** 14 cents per page
    - **Color Single-Sided:** 50 cents per page, **Color Double-Sided:** 70 cents per page

Name (print): ________________________________________________________________

Name (sign): ____________________________________________________________ Date:______________________________