

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

To be granted access to the ATRLab, 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 ATRLab without permission. *Initials* _____
2. **Blinds** – I will not tamper with the blinds or the louvers in the ATRLab. *Initials* _____
3. **Food and Drink** – I will not open or consume any food or drink any beverage in the ATRLab or in the ATRLab 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 ATRLab computers and software. (Note: for technology-accommodated exams proctored in the ATRLab you may bring your headphones or a pair will be provided upon request). *Initials* _____
5. **Hours** – I will only visit / use the ATRLab 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 ATRLab users' needs and requests for a non-distracting ATRLab 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 ATRLab workstations without written permission from the ATRLab Coordinator. *Initials* _____
8. **Telephone** – I will avoid making/receiving cell phone calls or making calls on the ATRLab guest phone (301-314-7989, x47989) that exceed 5 minutes in length when other users are working; and I will not use the ATRLab 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 ATRLab is not responsible for personal belongings left or stored in the ATRLab or in ATRLab Study Carrels. I further understand the ATRLab Coordinator will recycle unclaimed printouts at the end of each week. Any pens, pencils, erasers, etc. that are left in the ATRLab will be considered communal property available to all lab users. After one week unidentified unclaimed thumb drives left in the ATRLab will be considered communal property. *Initials* _____
10. **Printing** – I understand that **Printing and copying in the ATRLab** 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: _____