

General rules for usage of PCs in Central Library of the Faculty of Pharmacy CU

actualised – September 2024

1. **All PCs located in the library serve as studying tools** for registered library users who, at the entrance of this facility, shall present themselves by their library card (ISIC card of CU).
2. **To start using the PC, LOGGING IN to the CU User Account is required:**
Iný používateľ/Other user: surnamenuumber@uniba.sk
Heslo/Password: *same as AIS password*
3. The library users utilise up-to-date software (Windows 11), **Microsoft 365 applications** (Word, Excel, PowerPoint, MS Teams, OneDrive, etc.), and University External Information Resources.
4. Microsoft Edge (developed for Windows 11) is recommended if choosing an internet browser. Google Chrome and Mozilla Firefox are also available.
5. Prechosen website is **Faculty of Pharmacy web page**. **Quick access** is through **Bookmarks FaF UK**, which is also at hand.
6. **When PC work is finished, LOGGING OUT is necessary due to the protection of the user's data.**
7. If another user is logged in on the PC, it is necessary to contact a consultant who will log them out.
8. Library users are also welcomed to use Konica Minolta **multifunctional device (MFD) for printing, photocopying, and scanning.**
9. If users want to print in the library, **buying financial credit for an ISIC card** from the library consultant **is necessary.**
10. Library users may **print documents from their CU User Account OneDrive cloud storage, selected pages from licensed information resources (applying license rules)**, information from websites needed for study. **Maximum 50 printing pages** for one library visit. If printing more pages, **communicating the matter with the library consultant is necessary.**
11. **Printing from external devices (cell phone/mobile, tablet, USB/external storage) connected to the PC is not allowed.**
12. Before starting printing, it is necessary to check the printing settings (bw/colour, one side/both sides) and confirm the printing order in the **SafeQ** window by typing **surname+number** from the CU User Account.
13. **Copying service is only used for library documents within the limits permitted by Copyright Act rules.**
14. **The scanning service is free of charge.** Attach the ISIC card to MFD Konica Minolta and type in the @uniba e-mail address to send the scans.
15. **The security rules of the CU computer network prohibit** browsing websites with vulgar content, pornography, websites promoting violence, racial/religious hatred, and hoaxes. It is also forbidden to download any illegal software.
16. **In case of trespassing of the rules mentioned above, the library users will be denied access to the usage of library PCs.**