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AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

8-3-93
Par
J. Bowman

Policy Number: 4:028	Supersedes Policy Number: VII:02:02
Date: August 1,,1986	Dated: May 18, 1984
Subject: Portable Terminals for VAX/VMS Timesharing Computer System	
Initiating Authority: Vice President for Finance and Administration	SBR Policy/Guideline Reference:
Approved: <i>Robert O. Linn</i> President	

1. The portable, dial-up terminals for the VAX Computer System will be under the control of the VAX System Manager.
2. These terminals may be checked out overnight by Austin Peay State University faculty and staff members.
3. A terminal may be checked out for additional nights if no one else has requested it and the VAX System Manager is notified of the request for additional time by 8:30 a.m. on the day the terminal is due to be returned. If another request has been made for that terminal then the terminal must be returned to Computer Services by 10:00 a.m. on the day it was due.
4. Reservations for a terminal on a given night may be made with the VAX System Manager. He/she will inform those who request reservations of the availability of a terminal on the desired date.
5. All users who check out a terminal assume the responsibility for the security and safe return of the terminal.
6. Users are responsible for providing their own paper for the terminals.
7. Any malfunction of the terminals should be reported to the System Manager when the terminal is returned.