

## Unattended Workstation Procedure

The Libraries' public computer workstations are heavily used, especially during peak periods of the semester. For different reasons, some users leave public workstations unattended for a long period. This situation frustrates other users who are in need of workstations and prevents them from accessing library services and resources.

This procedure applies to computer workstations only, not study tables as they are too difficult to monitor.

The time limit on unattended computer workstations is 30 minutes.

- 1- When a student reports an unattended computer workstation, a staff member takes note of the workstation number and time.
- 2- 30 minutes later, if the workstation is still left unattended, two staff members go back to the workstation and put personal belongings in a clear plastic bag and bring it to the Circulation Desk.
- 3- The following note is left at the workstation:

This workstation was left unattended on [DATE],  
from X:XX a.m./p.m. to X:XX a.m./p.m.

Belongings were removed and can be picked up at the Circulation Desk.

Bags and notes are available at both information desks.

- 4- In order to claim items, a user needs to be able to describe what was removed.
- 5- Signage has been installed at workstations and in labs to inform users of this procedure.
- 6- This new procedure will also be posted on the website.