



Departmental Librarians

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Information Technology & Web Services Policy

Mission

The mission of the Information Technology & Web Services Department is to support and promote the library's role in providing services through Internet technologies and electronic resources. The department works with related library divisions to investigate, acquire and facilitate access to the library's electronic resources, including labs, equipment and software, the library's catalog and its databases. Feedback is encouraged from the University community.

Library STEP Computer Lab

The STEP Computer Lab, located on the first floor and second floors, is open during most library hours and is one of the busiest labs on campus. Its approximately 150 computers provide Internet access, Moodle, email, basic word processing functions and other applications. Students are required to log in to their workstations with a valid CLID and password. Printers are available to students with a print limit of 250 pages per semester. Visit the [printing page](#) for more information.

Equipment and Software

- Approximately 150 computers across first and second floors
- Operating System: Windows 7
- Web Browser: Microsoft Internet Explorer, Mozilla Firefox
- Programs
 - Microsoft Office 2013 applications includes Word (word processor), Excel (spreadsheet), Power Point (presentations), and Access (database)
 - Adobe Reader
 - PDF Creator
 - MathLab
 - Putty
 - SOPHOS (anti-virus)
- The systems are on the UL WIN domain and have all the programs that are available over the Common Login Environment.
- The systems have sound cards but no speakers.

Reference Online Center

Reference & Research Services provides approximately twenty-four computers for research: searching of reference online databases, the library's online catalog, and U.S. Government Information resources. Word processing is also available. Student Technology Enhancement fees provide printing availability to University of Louisiana at Lafayette affiliated users.

Preference for use of computers in the Reference Online Center is given to researchers accessing the library's online catalog and databases and government information resources. Those engaged in other activities may be asked to leave if a computer is needed for research. For more information regarding acceptable use and unacceptable use of the ROC, visit the [ROC Policy page](#).

Gloria S. Cline Bibliographic Instruction SMART Classroom

Named after a former library director, the SMART Classroom, equipped with a podium, Instructor's computer with Internet access, ceiling mounted projector, document camera, DVD, VCR, motorized screen, web cam, microphone and enhanced sound and lighting. A telephone connection is available for web conferences. Approximately thirty computers are provided for hands-on use. Capacity is thirty users. Individuals requesting use of the Bibliographic Instruction Laboratory for library instruction must contact [Instructional Services](#), Jennifer Hamilton, Head of Instruction, at (337) 482-1160 or jen@louisiana.edu. Special hardware or software installations require at least a five-day notice.

Graduate Student Computer Lab

As a service to the University's graduate students, the library provides a graduate study room equipped with six computers. This lab provides a quiet atmosphere for graduate students. The PCs offer the same programs that are available on the library STEP Computer Lab computers, including MS Office, Acrobat, Internet Explorer, Math Lab, and other applications. Students are expected to comply with the University's [Computing and Network Policy](#). Access may be requested from the Circulation Department.

Wireless Network Connections

[UL Lafayette Network Services](#) provides wireless connectivity on the main campus, including the library. The newest wireless system is available to UL Lafayette students, faculty, and staff only. Physical Internet connections are located on the second floor hallway of the library. All computer users who wish to use the wireless network must have a current [UCS CLID](#) or [ULID](#) and [Password](#). Guests may request [special access](#) to the wireless network. For more information on connecting, visit the library's [Wireless Network](#) page and the University IT Help Desk's "[Connecting to UL-WIFI](#)".

Websites and Other Applications

To further serve the University and the library, ITWS has a responsibility to expand and maintain the [Dupré Library website](#), [LibGuides CMS](#) and other web applications. The library website contains information on the library and its services, pages for reference questions and comments, Interlibrary Loan requests, library instruction requests, chat application, and other features. LibGuides CMS is a highly-acclaimed web-based application used to create content-rich, 21st century, interactive multimedia guides to library resources. Other resources ITWS is involved in include the library's [Moodle page](#), [Archivists' TookKit](#), [Textbook Clearinghouse](#), [EBSCO Discovery](#), digital signage and social networks.

Web Style and Accessibility

Library web pages should provide a visually appealing design and a favorable user experience. Responsibility of the design and content of specific library web pages, including [LibGuides](#) pages, are designated to a specific representative of that particular department or service, such as [Special Collections](#) or [Reference & Research Services](#). However, these pages must maintain a style consistent with the library's design and must follow the web style of the University; any deviation from the standard design must be approved.

Since access to library resources by all university patrons is a primary mission of the library, it must attempt to maintain compliance with accessibility standards in the library's website. For example, all pages must have "Alt" text alternatives when graphics are displayed. Animated and excessive graphics, blinking text, large files and multiple layers are discouraged. Clear navigation and appropriate markup are encouraged. To achieve accessibility, it is recommended that all library web pages conform to national and international web standards, explained in the University's [Web Style Guide Accessibility Policy](#). Explore the [Web Accessibility Initiative](#) in greater detail. For more information on access in general, refer to the [Dupré Library Accessibility Services Policy](#).



Edith Garland Dupré Library
University of Louisiana at Lafayette
400 E St Mary Blvd, Lafayette, LA 70503
(337) 482-6025
duprelibrary@louisiana.edu


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