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Reference Online Center Services

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

- Reference Online Center Research E-Resources

Reference Online Center Use Policy

Acceptable Use

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.

Unacceptable Use

Unacceptable uses include, but are not limited to, the following:

- Users must limit sessions to 30 minutes if others are waiting.
- Beverages and food are prohibited at all computer workstations.
- Users may not change any windows, DOS, or Explorer configurations or options.
- Users may not move, disconnect, or reconfigure equipment.
- Users are encouraged to download large files to personal memory devices rather than printing them.
- Users may not download to hard drives or server drives. Download to personal memory devices only.
- Users must abide by the UL Lafayette Computer & Network Policy.

Reference Online Database Access for Off-Campus Use

Those who access the Web through an ISP (Internet Service Provider) will need to supply a UCS CLID (campus login ID) and UCS password, when prompted, in order to reach a database. Faculty, staff, and students can obtain a UCS CLID and password by visiting the University IT Help Desk (Stephens Hall 201, (337) 482-5516, helpdesk@louisiana.edu).

Reference Online Center Computer Reservations

UL Lafayette instructors who wish to use the Reference Online Center computers for class instruction in use of the library's resources may contact the Reference Desk, (337) 482-6030, at least two hours prior to the requested reservation time. A specific time and the number of students attending are also required when submitting a reservation request. The Reference Online Center computers may be reserved a maximum of three times per section during each semester.
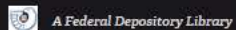
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