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SUPERSEDED: Software Adoption Guidelines for Nelson Poynter Library Student Use Information Commons

Nelson Poynter Memorial Library.

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This web page is maintained by:
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Software Adoption Guidelines for Nelson Poynter Library Student Use Information Commons



The Nelson Poynter Library Information Commons

The Poynter Library Information Commons currently provides computing services through access to MS Office suite of desktop publishing tools including MS Word, PowerPoint, and other applications most commonly requested by faculty and students of USFSP. Please view our listing of current offerings through our [Hardware and Software Resource Guide](#). Computers in this area are managed by NetID, allowing access only to currently registered students, faculty and staff. In addition to the desktop publishing tools, these computers also provide access to Libraries of the USF System Databases, BlackBoard, and the Internet. Network-based color and black & white printing and copying are also available. Please visit the [Systems Library Printing and Copying](#) page for more information.

Supported exclusively by the Nelson Poynter Library Systems Office, the Information Commons' primary goal is to provide access to the library's print and electronic materials and services. Requests for software applications and configurations that are not compatible will be redirected to the Office of Campus Computing. Instructional support extends only to library-specific applications. Students will need to contact their instructor for course-specific software support.

Requests for additional software should meet the following criteria:

- Must be USF site licensed software where the University has unlimited usage rights on USF equipment. Other software must be accompanied by proof of purchase and fully licensed to cover all Information Commons machines.
- Contain or be accompanied by a license file and/or documentation that will be housed in the Library Systems Office for copyright and auditing compliance.
- Provide allowance for software to be installed during semester breaks when machines are available for new installations.
- Requesting faculty are expected to participate in conducting an adequate test of the software after installation.
- Software must run in an exclusively local environment, not requiring off-site connectivity or server-based file storage or support mechanisms.
- Adhere to the USF Network Usage Policies, as well as operate within the restrictions of the library's network firewall.

Requests should be made to the Library Systems Office at (727) 873-4402, and are subject to approval by the Dean of the Library.

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Systems & Digital Technology
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Hardware and Software Resource Guide

Available Hardware

	Location	Hardware Description	Intended Use
	1st Floor Information Commons	40 Dell Optiplex GX 745 Computers, Pentium 4 processor, floppy & CDRW/DVD drives, sound and 19" Flat Panel Display.	Student Use with NetID, Microsoft Office Desktop Publishing.
	1st Floor Information Commons	1 Apple MacBook Laptop with 13" display, available for checkout.	Student Use with NetID, Microsoft Office Desktop Publishing.
	1st Floor Information Commons	HP Scanjet 8200 Color Flatbed Scanner, removable lid for oversized items.	Student Use with NetID, For Image Manipulation with Adobe Photoshop CS.
	Stacks & WebExpress on all Floors	12 Dell Optiplex GX620 computers with Pentium 3 Processor, no floppy or CD ROM, 15" Display.	Stack access to online catalogs and USF based searches.
	POY 218 Bibliographic Instruction Lab	27 Dell Optiplex GX780 Computers, Dual-Core Processor, CDRW drives, 17" adjustable Flat Panel Displays.	Bibliographic Instruction, USF and Non-USF training.
	Checkout from 1st Floor Circulation	10 Dell D620 Latitude Laptops, Dual-Core Processor, CDRW drive,	Internet and Library database searching from all floors of the



wireless LAN access, 2 hour battery backup. library.



1st Floor Information Commons

4 Dell Optiplex GX 260

Computers, Pentium 4 processor, floppy & CDR drives, sound and 17" Display. Non-USF use Internet searches and email.



1st Floor Information Commons

Color Printing & Copying

Ricoh Multifunction Color Printer & Copier system. Twenty cents per page color printing on 8 1/2 X 11 or 8 1/2 X 14 Paper. 600X600 dpi printing with a 300K/mo duty cycle. Public, Lab, NetID Color printing needs. This new printer was installed August 2007.



1st Floor Circulation

5 SanDisk Cruzer USB 2.0

Thumb drive, 1 Gigabyte capacity. Users may check out these flash drives to take home; USB bays are available via the front door of Dell Optiplex machines. All users of library computing that need to save anything larger than a standard floppy (1.44MB). The library provides 1 Gigbit capacity, but Cruzer drives also come in 128MB, 256MB, 512MB, or GB sizes.

Available Software

NetID Student Use Computing - Applications	
PC - Compatible	
ArcGIS Desktop Edition 7 (Laptop #1 Only)	SAS 9.2 (Group use Stations Only)
Internet Explorer 7.0	MS Windows Magifier 1.0
Mozilla Firefox 3.5	Windows Media Player 11
Symantec Endpoint Protection Antivirus	Adobe Acrobat Reader 9
Microsoft Image Composer 1.5	Scifinder Scholar 2007

ACL Workstation Educational Version 9	MS Calculator, CD Player
Microsoft Access 2007	Microsoft Excel 2007
Macromedia Flash Player	Microsoft PowerPoint 2007
Microsoft Publisher 2007	Microsoft Word 2007
RefWorks Write-N-Cite	SPSS 18
Scifinder Scholar	Microsoft Visio 2007
Roxio Easy CD Creator	WinDVD Player
Print to PDF	Network Printing - 15 cents per page Black & White, 20 cents per page color.
Finale Notepad	Java Runtime 5.6

NetID Student Use Computing - Applications

Apple Macintosh

Microsoft Word	Microsoft Power Point
Microsoft Excel	Garage Band
iMovie HD	Adobe Image Ready CS2
Adobe Photoshop CS2	Adobe InDesign CS2
Adobe Illustrator CS2	Adobe Acrobat 7.0 Professional
Dreamweaver MX 2004	Internet Explorer
Safari	Quicktime Player
Windows Media Player	Print to PDF
Internet Explorer 5	Roxio Toast CD Burning Tool
Pharos Printing - 11 cents per page	Mozilla Firefox Browser

Bibliographic Instruction Room Computing - Applications

Microsoft Access 2007	Microsoft Excel 2007
Scifinder Scholar 2007	Microsoft PowerPoint 2007

Microsoft Publisher 2007	Microsoft Word 2007
Microsoft Visio 2007	Microsoft Photo Editor 3.0.2.3
Internet Explorer 7.0	MS Windows Magifier 1.0
SPSS v. 17	Windows Media Player 11
Microsoft Image Composer 1.5	Print to PDF
Symantec Endpoint Protection Antivirus	Adobe Acrobat Reader 9
Apple Quicktime Player	RefWorks Write-N-Cite
Mozilla Firefox	Vision6 Desktop Software
Finale Notepad	MS Magnifier 1.0

Public Use & Affiliated Group Computing	
Internet Explorer 7.0	MS Windows Magifier 1.0
LUNA Insight v3.5	Windows Media Player 11
Symantec Endpoint Protection Antivirus	Adobe Acrobat Reader 9
Microsoft Image Composer 1.5	Scifinder Scholar
	MS Calculator, CD Player

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Library Printing and Copying

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Overview of Services

Two Ricoh multifunction copier/printers are available in the 1st Floor Information Commons, located between the Circulation and Reference service desks:



"Peacock" Color Printer

Ricoh Multifunction Color Printer & Copier system. **Twenty cents per page** color printing on 8 1/2 X 11 or 8 1/2 X 14 Paper. 600X600 dpi printing with a 300K/mo duty cycle.

Service Areas

Public, Lab, NetID Color printing needs. This new printer was installed August 2007.



"Penguin" Black & White Printer

Ricoh Multifunction Black & White Printer & Copier system. **Fifteen cents per page** Black & White printing on 8 1/2 X 11 or 8 1/2 X 14 Paper. 600X600 dpi printing with a 300K/mo duty cycle.

Public, Lab, NetID black & white printing needs. This new printer was installed August 2007.

Prints and copies are available at a rate of 15 cents per page for black and white, and 20 cents per page for color. The two printers have been named "Penguin" for black and white prints, and "Peacock" for color prints.

The library has transitioned to a cardless print and copy system; the USF ID and/or vending card is no longer necessary. Coins or bills can be used on the new machines, in denominations of \$5 or less. A coin changing station is available to convert your \$1, or \$5 bills into coin change for use in the multifunction machines, although each machine is capable of operating on both coins (nickels, dimes or quarters) as well as cash (\$1 and \$5 denominations only). This new process eliminates vending cards as a method of payment, with the goal of having an online

printing service available in the future integrated into students' Blackboard accounts. Users who have remaining balances on their cards are welcome to use their balance in the Campus Computing labs, and can begin using the new system immediately.

Printing from Computers

Prints can be produced from any computer in the Information Commons horseshoe as well as from the Affiliate & Public Use machines located in the northeast corner of the 1st Floor of the library.

- When printing, select Color (Peacock) or Black & White (Penguin) from the printer selection box.
- Next, a box will appear labeled User ID, prepopulated with the words "YOURNAME" and with a numeric password "1234". You MUST replace "YOURNAME" in the User ID box with a different name in order to print.

You may change the default password of "1234" to any number that you like, but please note that NO letters can be used for the password.

Please also remember to use the numlock key to enter numbers with the number pad. While these multifunction machines are capable of multiple page reductions, duplexing and watermarks, these are not supported. Use these functions at your own risk, as refunds will not be given.

Making Copies

Both Color and Black & White copies are available from the "Peacock" machine, the "Penguin" machine can produce only black & white copies. Please pay particular attention to the orientation of the item that you are copying, positioning the top left corner of the item into the top left-most area of the glass. The icons on the touch screen also indicate the orientation of the paper that will be produced- select the appropriate orientation (horizontal or vertical) as well as the paper size (8 1/2 X 11 letter or 8 1/2 X 14 legal).

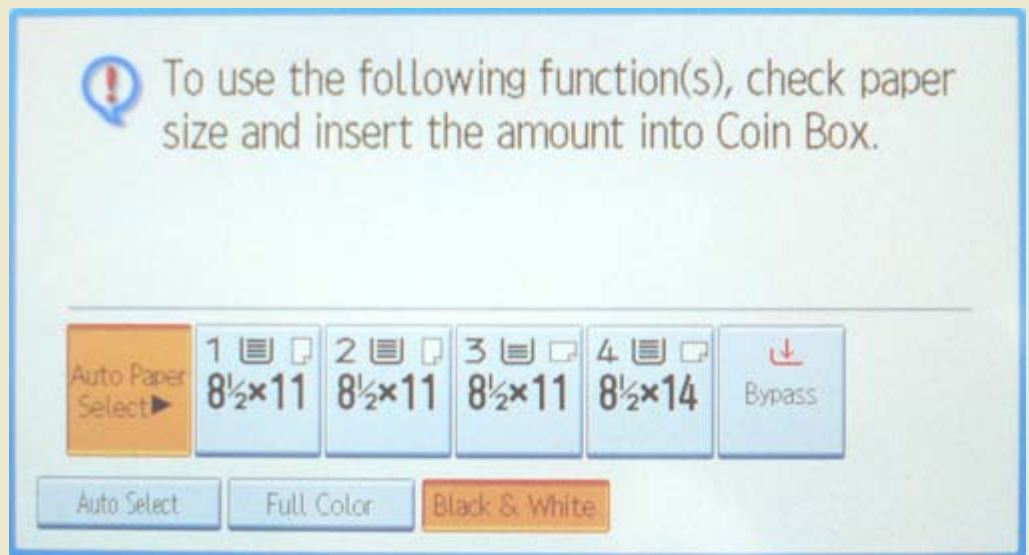


"Penguin" Black & White Printer Touch Screen in Copy Mode

- Begin by opening the cover and aligning the item on the glass to the upper left-most position.

- Select color for color prints, or retain the default choice of Black & White.
- Check paper size by selecting the size and orientation of the paper required; or optionally you can allow the printer to determine the correct choice. If the machine cannot determine it, an error will display "invalid paper size". In the above example, tray 1 holds portrait orientation 8 1/2 X 11 paper, as does tray 2. Tray 3 holds landscape orientation 8 1/2 X 11 paper, and tray 4 holds legal size paper in landscape orientation.
- *Advanced functions, such as enlarge & reduce, multiple page to front & back duplexing, as well as watermarks are not supported.* Use them at your own risk, as **refunds will not be given**.
- Paper substitution is not allowed, as the machines may not properly feed alternate weight paper.

The automatic paper adjustment button can determine most paper sizes for you, but bear in mind that you may receive an error if the machine cannot properly determine the appropriate size, or the item to copy is too large to fit on the page without scaling.



"Peacock" Color Printer Touch Screen in Copy Mode

Printing & Copying Policies

In cases where prints are lost due to malfunctioning of the machine, refunds will be given in the form of free prints in the amount of the loss. Such cases may involve:

- Printer jams or misfeeds.
- Wrinkled or mishandled paper.
- Machine fails to give proper change due to low coin error on Coin Return box.

Prints that have cut off the page due to improper selections of paper size or orientation are **not subject to refund**. Also, paper substitution is not allowed.

When using the copy function, bear in mind:

- *Advanced functions, such as enlarge & reduce, multiple page to front & back duplexing, as well as watermarks are not supported.* Use them at your own risk, as **refunds will not be given**.
- Paper substitution is not allowed, as the machines may not properly feed alternate weight paper.

Microform Printing

Microform printing is now free of charge, and is located in the northwest corner of the 1st floor.

Copyright Information

Many materials that are housed within the library are subject to copyright restrictions. The burden of adhering to copyright restrictions lies with the user. For more information, visit our [copyright information page](#).

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