

## Career Services Lab

### **Important...Please Read**

**Use of this lab is for job search and career research only. Not for homework.  
Not for personal email or personal Internet use!**

**By signing in, you are acknowledging that you have read these policies  
and agree to abide by them when using the Career Services Lab.  
*Abuse of these policies may mean loss of lab privileges.***

- 1. Please remember to sign in and out.**
- 2. No food or drink near computers.**
- 3. Leave computers as you found them.**
- 4. Do not save any files on the computer. Every Friday, the computers are refreshed and any files will be deleted. Please bring your own disk or thumb drive to copy your work.**
- 5. No downloading of software programs or shareware allowed.**
- 6. Take all backpacks and valuables with you if you need to leave the room (even for a minute!). The Career Services Lab is not responsible for lost or stolen articles.**
- 7. Please talk softly and limit noise. No cell phone use in the lab.**
- 8. Printing is limited to 10 copies per student, per day. Please see the reception desk for paper.**
- 9. Limit your use to 1 hour when people are waiting to use the lab.**
- 10. Priority use is for currently enrolled students of North Seattle Community College.**

**Thank you for your cooperation!**