

TECH Center Hours of Operation:

The TECH Center is open on a 24-hour-a-day basis during peak usage periods (such as Fall and Spring Semester weekdays), with reduced hours during slower periods. Both the Help Desk and the Labs maintain the same hours of operation. The overall schedule is as follows:

Fall and Spring Semesters (30 weeks)

Open 24 hours from 12 noon Sunday through 7:30pm Friday
Saturday hours 9am to 6:30pm

Summer Semester Hours (15 weeks)

8am to 9:30pm Monday to Thursday
Friday 8:30am to 5pm
Saturday 9 to 4:30pm
Sunday 12noon to 4:30pm

Intersessions

8:30am to 5 pm Monday to Friday
Closed Saturday and Sunday

Holidays

Building would be closed on University holidays beginning at 5pm the night before, unless otherwise directed.

Teaching and Learning Center Hours

The Teaching and Learning Center is open on weekdays from 8:30am to 5:00pm.

Instructional Support Center Hours

The Instructional Support Center is open weekdays from 8:30am to 5:00pm.

General Lab Rules

- This facility is reserved for current students, faculty and staff of Temple University only, unless other special arrangements have been made.
- Temple University Alumni should contact the Lab Manager if they wish to use this facility and are able to use the general lab during non-peak periods.
- All Copyright laws and Computer Services policies will be strictly enforced.
- Computer Services is not responsible for lost or stolen articles, damaged disks or damage to users' personal equipment.

- The Lab Manager or Lab Shift Supervisor has the right at his/her discretion to ask individuals who are not behaving properly to leave. Campus police and/or Student Affairs may need to be involved in such cases.
- Students/staff with small children who are disruptive will be asked to leave the facility.
- Use of stairs other than the main entrance of the lab are for emergency exit only.
- Individual labs (Specialty Labs, Quiet Lab, etc.) may have additional policies other than those listed here. These will be posted inside the appropriate room.

TECH Center Food and Drink policy:

- Food and drink are permitted in the 2nd floor lobby/lounge area, and in the Internet Zone.
- Food is not permitted in the computer areas, including the general use computer labs, specialty labs, and breakout rooms. Food is not permitted in the small lounge areas within the general use labs. Violators may be asked to leave the facility.
- Covered beverages (with lids or caps) are permitted in all areas.

Cell Phone Use:

Cell phone usage is permitted in lounge areas. If you need to make a call, please move to one of the lounge areas. Please keep your voice at a moderate volume and be considerate of those around you who may be studying. If you cannot keep your voice at a moderate level, you may be asked to end your call or leave the facility.

Breakout Rooms:

The TECH Center features breakout rooms for student use. These rooms are intended for academic functions such as group projects, practicing presentations, viewing course-oriented media.

Policies regarding use of Breakout Rooms:

- Breakout rooms are open to registered Temple University students only.
- Breakout rooms are available for immediate use on a first come, first served basis.
- Rooms may be reserved for single uses up to one week in advance. (No more than one advance reservation per person). If users are more than 10 minutes late for a reservation, the room may be given to someone else.
- Rooms are available to groups of three or more. Smaller groups are not permitted.
- Rooms may be used for up to three hours at a time.
- Rooms are intended primarily for academic use by students for course-related assignments and activities. Student organizations may use for meetings based on availability. Use for purely social purposes (watching movies, socializing, playing games, etc.) is prohibited.
- Use by faculty or staff is permitted only when the use involves a student group (review sessions, meeting, etc.). Such uses are restricted to one-time only use. Regularly scheduled events (such as classes) are not permitted.
- There is a separate breakout room available for faculty/staff groups in Room 107 of the TECH Center.
- The rooms must be booked by one of the students who will be using the room. Faculty members, for example, may not book the rooms for their students unless they are going to be present in the room during the reservations.

- Rooms are assigned based on availability. Computer Services cannot guarantee use of a specific room.
- Food is not permitted in the rooms; however, covered or capped beverages are permitted.
- Users of breakout rooms must be respectful of others working outside the rooms. Noise should be kept to a minimum; volume on equipment must be kept to a reasonable level.
- Rooms must be kept neat and clean. Users should ensure that rooms are returned to original condition before leaving the room.
- Users of the room may be held responsible for any equipment damage.
- Computer Services reserves the right to remove users from the breakout rooms and/or prohibit future use of breakout rooms if individuals abuse the rooms, disturb others in the lab, or violate policies.

Specialty Labs:

The TECH Center features small labs for specialized activities such as video editing, music, software development, language software, and graphics.

Policies regarding use of Specialty Labs:

- These rooms are reserved for specialized activities. If you wish to use a computer for general-purpose activities (word processing, web browsing, etc.), please use a computer in the general-use labs. Persons who are not performing these reserved activities may be asked to relocate.
- Food is not permitted in the rooms; however, covered or capped beverages are permitted.
- Users of the labs must be respectful of others working in the rooms. Noise should be kept to a minimum. Cell phone use is prohibited; if you wish to use a cell phone, you should go to a lounge area.
- Computer Services reserves the right to remove users from the labs and/or prohibit future use of the labs if individuals abuse the rooms, disturb others in the lab, or violate policies.
- During peak times, a reservation system may be put into place.

Quiet Lab:

Policies regarding use of Quiet Lab:

The purpose of the Quiet Lab is to provide students with a quiet area in which to work without distractions.

- Please be quiet at all times; no talking or other noise permitted in this lab.
- Use of cell phones and audio devices are strictly prohibited. Use of headphones is prohibited.
- Food is not permitted in the rooms; however, covered or capped beverages are permitted.
- If you violate these rules, you will be asked to leave the facility.
- If you want to use a cell phone or talk, please leave this lab and use one of the lounge areas.