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ThinkSpace Policies and Guidelines

University of North Alabama Undergraduate Research

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ThinkSpace Policies and Guidelines

Purpose

The purpose of ThinkSpace is two-fold:

- Provide the university community with access to innovative technology
- Provide a collaborative space to support educational and entrepreneurial activities.

Hours of Operation

ThinkSpace is open during normal Collier Library hours.

Acceptable Use Policies

1. Users must provide their own external storage devices and/or media.
2. Users may not print weapons, drug paraphernalia, or other offensive items.
3. Users may not violate copyright, patent, or trademark law. You cannot use ThinkSpace to make, replicate, or alter objects when such action would be an infringement of these protections.
4. Users must not remove equipment or peripherals from ThinkSpace.
5. Users must use resources wisely (do not waste supplies).
6. Users should be mindful that the 3D printers and scanners, the large format printer, the presentation equipment, and the large display monitors are delicate equipment. Please be careful when using the equipment, and if equipment is not working properly notify the staff (either in person at the front desk or via email at qep@una.edu).
7. Users must clean up after themselves, including but not limited to: discarding or recycling trash in appropriate receptacles; returning equipment to its storage spot; and organizing tables and chairs in an orderly fashion.
8. Users must respect others. ThinkSpace is a collaborative space and may at times be used for meetings or work groups.
9. Users are responsible for their own belongings. Please do not leave your books, backpack, etc., unattended. If you have to leave ThinkSpace, take your items with you. ThinkSpace, UNA, and/or Collier Library are not responsible for lost, missing, or stolen items.
10. Users should help each other. The goal is to have a lab assistant present during regular business hours, but it may not always be possible.

Contact Information

Dr. Lisa Keys-Mathews, director of the Quality Enhancement Plan, is responsible for ThinkSpace. She may be reached at 256-765-4640, or via email at qep@una.edu or lkeysmathews@una.edu.

