

KALAMAZOO CONNECTIONS

from Kalamazoo College Information Services

SAVE THIS DATE:
New Library Dedication
April 22, 2006

UPJOHN LIBRARY COMMONS OPENS JANUARY 2006: SERVICES CONTINUE DURING RENOVATION

Kalamazoo College Library is concluding a Renovation and Expansion Project that will provide a state-of-the-art facility for students, staff and faculty. The new addition will increase the total interior space by 37,450 square feet, a 72% increase. The new building, called the Upjohn Library Commons, opens in January 2006 with all materials and services available beginning Winter Quarter.

All Information Services (I.S.) functions will continue during the Fall Quarter as the renovation and expansion project concludes. Curricular Support's audio/visual media equipment is available for

classroom use and computer labs are open as usual. Most of the library's collection, including books, journals and videos, is available via request from our on-campus storage facility, and items are retrieved every two hours from 9 a.m. to 9 p.m.

The Library also has an extensive collection of online journals and full-text resources available to students 24 hours a day. In addition, students can borrow items through Western Michigan University's libraries, MeLCat (a resource sharing program for several Michigan libraries), and Interlibrary Loan. All services are free.

I.S. staff and resources are located in various spaces on campus until

the Commons opens. The Library, Administrative Computing, Systems and Networking, Media Reservations, and the College Archives are located on the first floor in Hicks. Media Distribution, Computer Help Desk, and PC Preparation and Repair are located on the third floor of Hicks. The Graphics Lab, Video Production, and Web Services reside in the Carriage House next to Humphrey House.

If you have any questions about the library project, please feel free to contact Lisa Palchick, Dean of Libraries and Information Services (269-337-7149, lpalch@kzoo.edu), or visit this web site: www.kzoo.edu/librarycommons/.

ILLEGAL FILE-SHARING ON THE NETWORK

Kalamazoo College has banned the use of peer to peer programs such as Kazaa and Morpheus on the College network. These programs expend critical resources and generally are used to share files illegally. Downloading, sharing, or distributing copyrighted files that you do not own or have permission to reproduce is forbidden, regardless of the distribution method used.

The official policy statement can be found at www.kzoo.edu/is/sysnet/policies/peertopeer.shtml.

EMPLOYMENT OPPORTUNITIES!

Information Services includes Computing, Media, Web Services and Library. I.S. hires Work Study students who have experience and/or interest in any of these fields. Students will learn marketable skills and build relationships with their peers.

Opportunities at Information Services include:

- Computer Lab Assistants
- Library Assistants
- Graphics/Multimedia Assistants
- Media Assistants
- Residential Computer Consultants (RCCs)

If you're interested in working for Information Services, please contact the Center for Experiential Education at 269-337-7183 or lsmoker@kzoo.edu. Best of luck during your college years here at 'K'!

WIRELESS ACCESS AVAILABLE

Wireless networking is currently available in several locations across campus and many more areas are planned. For current locations, connection instructions, and additional information, please visit www.kzoo.edu/is/wireless. Students are not allowed to set up their own wireless access points.

PRINTING POLICY

Each 'K' student has a print account that tracks the number of pages printed in computer labs and the library. At the beginning of each quarter, all students receive 100 free print credits. In the Fall, first-year students receive an extra 50 credits for First Year Seminar assignments, and seniors receive an extra 200 credits for Senior Individualized Project work.

Print credits accumulate in a student's account throughout the academic year, so unused print credits rollover to the next quarter. At the end of Spring quarter, all print credits are cleared and reset in the Fall.

Students may view their remaining print credits from lab PCs (not available in the library or on Macs). In addition, accounts are configured to block print jobs that exceed the number of available credits in a print account. Students may purchase additional print credits at 10¢ per page at the library circulation desk. Students are not reimbursed for unused credits, and print credits are not transferable to other students.

Additional information at www.kzoo.edu/is/printing/.

LIBRARY HOURS

Monday-Thursday	8 a.m. - midnight
Friday	8 a.m. - 8 p.m.
Saturday	9 a.m. - 8 p.m.
Sunday	11 a.m. - midnight

SUMMER HOURS (June 9 - September 18)

Monday-Friday	8 a.m. - 5 p.m.
Saturday & Sunday	closed

Holiday and Break Hours may vary. (Check library website)

GET CONNECTED!

Residence halls are wired for Ethernet access to the campus network. The Web is accessible 24/7 without a connection fee. Students may take advantage of this service by bringing Ethernet-capable computers to campus. I.S. will provide additional information about connecting to the network during Fall Orientation.

NETWORK QUESTIONS

Do I get an e-mail account and web space?

Yes. During Fall Orientation, each student receives an account that provides secure web access to e-mail, personal web space, calendar, and collaboration tools. You will be required to sign an agreement stating that you will comply with College computing policies. It is essential to monitor your account for official College notices.

B.Y.O. PHONE!

All students living in residence halls must provide their own phone. There is one phone jack per bedroom. Students should contact roommates to make arrangements for acquiring a phone. Local phone service is provided by the College at no charge. Direct-dial long distance is not available in the residence halls. Calling cards can be purchased at the bookstore.

COMPUTER LAB LOCATIONS

Dewing 205	Mac and PC Lab
Dewing 307	PC Lab
Dow 224	Mac and PC Lab
Hicks (24-hour lab)	Mac and PC Lab
Olds-Upton 309	PC Lab
Olds-Upton 321B	PC classroom/Lab
Olds-Upton 313	PC Lab
Carriage House	Graphics Lab (Mac and PC)

Computer labs have laser printers and scanners. Hicks and Olds-Upton 309 do not have scanners. Computer labs are 75% PC and 25% Mac.

RESIDENTIAL COMPUTER CONSULTANTS (RCCs) & COMPUTER HELP DESK PROVIDE ASSISTANCE

Each residence hall is staffed with a student RCC to help you connect to the network and to answer basic computer questions. As time permits, RCCs can help with e-mail, software and printing. During Fall Orientation, all first-year students with proper computer equipment will be able to connect to the network.

The Computer Help Desk is temporarily located on the third floor of Hicks Center. Hours are 8 a.m. to 5 p.m., M-F. The Help Desk can be reached at 269-337-5800 or helpdesk@kzoo.edu.

What is Ethernet?

Ethernet is a standard networking technology that transports data between computers via a shared network. All residence halls support Ethernet.

What is an Ethernet card?

An Ethernet card is a communications card that is installed in a personal computer and connects it to a high-speed network. An Ethernet cable wires your computer to a network jack in the wall.

What type of Ethernet card is appropriate?

I.S. recommends 3Com or Intel for Windows-compatible computers. If you're buying a new computer, purchase one with a factory installed Ethernet card. If you already own a computer, ask your dealer about an appropriate card. Most newer PCs and Macs have a built-in Ethernet card.

How do I get Internet access?

You need an Ethernet card and a Ethernet cable. Ethernet cards and cables can be purchased at the bookstore.

Do I need to buy a modem?

No, an Ethernet card connects your computer to the network.

Is wireless network access available?

Yes. Additional information at www.kzoo.edu/is/wireless.

Can I use my TiVo on the network?

No. Standard TiVo equipment does not require a network connection. I.S. and RCCs do not support this equipment.

Can I use my gaming system (Xbox, Playstation 2, etc.) on the network?

Yes, however access to online games of any type is prohibited between 8 a.m. and 5 p.m., Monday-Friday. I.S. and RCCs do not support these systems.

BRINGING A COMPUTER TO CAMPUS

Many students bring their own computer and find it valuable for writing papers and lab reports, accessing the Internet, searching library resources, and communicating with professors, friends and family.

Which personal computer is recommended?

Each student's needs are different. If you like to do homework in your room, a desktop computer is fine. Desktop machines are less expensive than laptops, and are not as likely to be lost or stolen. However, laptops provide the flexibility of using your computer almost anywhere.

Most major brands have quality systems, such as Gateway, Dell and Apple. When shopping, examine the features of various systems closely and compare prices. At 'K', student computer ownership is about 80% PC and 20% Mac.

What software do I need?

You may wish to consider purchasing software that is compatible with computers in the labs. Software in computer labs include Microsoft Office and Firefox web browser. Microsoft Office and other software is available at educational pricing from the bookstore. Some programs, such as Firefox, are available for free on the Internet. Always check hardware and operating system requirements before purchasing or downloading software.

Is antivirus software required?

Yes. The College provides a copy of Symantec AntiVirus for your use while you attend 'K'. Instructions for installing the software are provided at Fall Orientation.

What configuration should I look for?

New computers usually exceed our minimum requirements for connecting to the network. Most standard computer systems have a minimum of 256MB of RAM, hard drive storage capacity of 40GB and a CD-RW/DVD drive. A 17" monitor is standard on many systems. Don't skimp on a monitor; a screen that isn't crisp strains the eyes. Order the system with the Ethernet network card factory installed. I.S. strongly recommends 3Com or Intel network cards for PCs. All network connections on ResNet use an RJ-45 connector. You will need an Ethernet cable to connect your computer to the network, and you can purchase one at the Bookstore.

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RECOMMENDED COMPUTER CONFIGURATION.

PC COMPUTER:

- Operating System:** Windows XP Professional (Windows Me and XP Home Edition are NOT recommended)
- RAM:** minimum of 256 MB recommended
- Ethernet Card:** factory installed 10/100 Mbit Ethernet card
- Monitor:** minimum 17" monitor
- CD drive:** CD-RW drive
- Productivity software:** *Microsoft Office*

MAC COMPUTER:

- Operating System:** OS X
- RAM:** minimum of 512 MB recommended
- Ethernet Card:** factory installed 10/100 Mbit Ethernet card
- Monitor:** minimum 17" monitor
- CD drive:** CD-RW drive
- Productivity software:** *Microsoft Office*

OTHER NOTES: Operating system discs, original software, and serial numbers may be required in the event you have serious computer problems. Older computers may not run the newest software versions. A power surge strip is needed.

What additional hardware should I consider?

USB FLASH DRIVE. These are small, portable storage devices that plug directly into the front or back USB ports of PC and Apple computers. USB flash drives are easy to use, require little or no configuration, and come in many storage sizes.

WIRELESS NETWORK CARD. If your laptop doesn't have a wireless network card, you may want to purchase one. I.S. recommends and supports the 3Com 11a/b/g wireless PC card, model #3CRPAG175. You can purchase it at the Bookstore or at technology stores. I.S. does not support other PC wireless network cards.

PRINTER. A low cost, inkjet printer is a recommended investment for light use. Some students like the convenience of printing in their rooms, rather than going to computer labs to print. Color printing is available in the graphics lab for a small fee.

OTHER QUESTIONS?

If you have questions at 'K' College, visit our web site at www.kzoo.edu/is/ or contact the Help Desk at 269-337-5800 or helpdesk@kzoo.edu.