



# CAREER RESOURCE CENTER Conditions of Use

## **Job Boards**

If you are interested in applying for a job listed on our boards, you may take the job order and have it copied at the front desk. Please return the job order to the location you found it when you are finished.

## **Reference Material**

Resume, Cover Letter, and Job Search reference material is available for public use. These materials are for in-house use and are not to be taken out of the building.

## **Computers**

Career Path Services' computers are provided for employment and education related purposes only. Chatting, shopping, gambling, and other inappropriate activities are prohibited. Do not download or install any software, such as games, toolbars, music, and chat programs. Please be aware that computer usage is electronically monitored. Inappropriate computer use will result in suspension of computer privileges.

## **Other Services**

### **Telephone**

The provided telephone may be used for brief, personal use. Long distance phone calls are allowed for employment related purposes only. Please ask the lab technician for assistance when calling long distance.

### **Printing**

You may print any employment or educational material from our computers. Please limit your print jobs to no more than 10 pages. We do not offer color-printing services.

### **Typewriter**

The typewriter is available for public use. The lab technician can provide any necessary assistance in using it.