

# Fair Use Policy

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Dear students,

**Please notice our Fair Use Policy:**

- The **computer workstations** in the Language Resource Center are to be used for **language learning** only.
- Students not engaged in language learning activities are requested to use the workstations in the library, the PC lab (LC, level -1), and the Teaching Center.
- **We reserve the right to ask students not engaged in language learning activities to leave the Language Resource Center.**
- **Reserved workplaces** (with books, papers, etc.) **that are obviously not being used for language learning activities will be cleared** to make space for language learning students. Items cleared from workstations can be retrieved from the Helpdesk located by the entrance of the Language Resource Center (see below for opening hours).
- Set the time on the **parking disk** if you need to **be away from your workstation** (up to 30 min).
- If no parking disk has been set at an unoccupied workstation, we reserve the right to clear it for other students.
- Working on personal **laptops** is permitted **only in the lounge area** of the Language Resource Center. This helps students who need to work on a computer but do not have their own laptop with them.

Vienna, November 2, 2016

Your Raiffeisen Language Resource Center team

## **Helpdesk opening hours:**

During the semester

MON-FRI 8:00am – 9:00pm

SAT 9:00am – 1:00pm

During semester breaks

MON-FRI 8:00am – 5:00pm

SAT closed

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