Computing at MU Libraries - New Employee Orientation

Library Technology Services (LTS) is the computer support department for the Libraries. The department maintains the public and staff machines at Ellis and at the Math, Engineering & Geology libraries and maintains and runs the server that hosts the MU Libraries web sites. We support 400 computers, 50 librarians, 100 support staff and 150 work study and hourly students.
Information & Access Technology Services (IAT Services) is the computer support department for the University of Missouri – Columbia. They offer a wide variety of services, including some software training.

MU Libraries are PC based   Current Operating System: Microsoft Windows 2000

Employee Computer Use Policies
- UMC Authorized Use Policy: http://iatservices.missouri.edu/security/policy/aup.html
- Libraries Employee Computer Use Policy
  http://mulibraries.missouri.edu/lts/Policies/Policy26v7.pdf
Highlights
1. You **may** use your computer for personal use (non-commercial) on breaks, lunch hour & before or after work hours, but your supervisor may intervene if you go overboard.
2. You **may not** add any hardware to your computer.
3. You **may not** add any PIRATED software to your computer.
4. You **may not** add another computer to the Libraries network without prior approval from LTS.
5. You **may not** take Libraries equipment or software home. There may be instances where portable equipment can be used at home for work related instances. (Staff may purchase software & hardware for personal use at a discount from Computer Spectrum, in Brady Commons.)
6. LTS **may** remove any software from your computer that is causing problems to your machine or the network.
7. All hardware and software purchases go through LTS. Contact 884-6404 if you have a need.

Primary Supported Computer Programs
Microsoft Outlook – email	Microsoft Access – database
Microsoft Internet Explorer – web browser	Microsoft FrontPage – web building
Microsoft Word – word processing	Microsoft PowerPoint – presentations
Microsoft Excel – spreadsheet	Adobe PhotoShop – image manipulation
WinQVT – MERLIN system	Millenium

Logging In to Email

User Name: *your name here (usually last name, first initial)*   (aka: Pawprint, SSO, etc.)

Domain Name: **umc-users_____**

Password: _____   This may NOT be the same password that you use to log on to the Libraries network (the one you use when you turn on your computer.)

Web Sites of Note

- http://mulibraries.missouri.edu/
  Public entrance to the Libraries. Access to the catalog, databases, electronic journals and reference librarians.
- http://mulibraries.missouri.edu/lts/
  LTS website. Contact information for emergencies, forms for reporting computing problems, computer training information, forms for computer equipment & software purchases.
- http://mulibraries.missouri.edu/admin/
  MU Libraries administrative site. Information about all aspects of the MU Libraries. Employee information and forms.
- http://iatservices.missouri.edu
  Information & Access Technology Services (IAT Services) website.
- http://iatservices.missouri.edu/training-course-tools.html
  A listing of software training offered by the University of Missouri computer department.
- http://webmail.missouri.edu/
  Check email from the internet.

Library Listserv - mulibstaff-l

The listserv is used for announcements of relevance to all Libraries. Your email address will automatically be added to the library's listserv.