

DKU Wind Finance Lab (LIB 2125) Usage Guidelines

1. General Access and Login:

- a. DKU Wind Finance Lab (“the Lab”) has 25 iMacs inside and can be accessed during the regular opening hours of DKU Library.
- b. To use the iMacs, users MUST log in via a public account. **The account credentials are pasted inside the Lab or on the PC.**
- c. Unless the Lab is reserved for events, all computers are available on a first-come, first-serve basis, with usage priority given to Wind Financial Terminal (WFT) users as detailed in #2c.
- d. A notice will be put out in the Lab 1 hour before a reserved event. Users should leave the Lab 30 minutes before the event.
- e. To reserve the Lab for classes and workshops (capacity: 25 people), please email dkulibrary@dukekunshan.edu.cn at least 2 workdays in advance.

2. Usage Purpose:

- a. The primary intent for iMacs in the Lab is using WFT to facilitate research and learning. Users can also use the computers for other educational activities.
- b. All iMacs are installed with WFT and are logged in to licensed accounts. Users MUST follow the [Wind Financial Terminals User Manual](#) to use WFT responsibly.
- c. **The priority of using iMacs #023 and #024 are given to WFT users indisputability.** Users who use these iMacs for other purposes should switch to other computers when WFT users require access. Library staff have the right to negotiate should a dispute occur.
- d. Activities such as games, loud videos, or other potential disruptions are discouraged. Using headphones is recommended for audio activities.
- e. Downloading or installing unauthorized software is prohibited. Unauthorized software will be removed immediately.

3. Keyboard and Headphone Borrowing:

- a. 5 sets of keyboards and mice are available in the Lab.
- b. Users can borrow additional keyboard/mouse sets or headphones at the 1st Floor Information Desk from 9:00am-5:00pm on workdays.

4. Data Privacy and Storage:

- a. Personal data should not be stored on the iMacs. Any data saved will be deleted periodically. Users are advised to save their work on personal USB drives or cloud storage.
- b. Users are advised to use private/incognito mode in browsers to avoid the leak of personal information and data.

5. Internet Use:

- a. Users should avoid accessing inappropriate or harmful websites.
- b. Illegally downloading content is forbidden and may result in loss of access to the Lab.

6. Equipment and Accessories:

- a. Report any computer malfunctions or issues to the Library staff immediately.
- b. DO NOT attempt to repair or alter the computer hardware or update apps.
- c. Accessories, including keyboards, mice, cables, and chairs, should remain inside the Lab and must not be taken away.

7. Security:

- a. Personal items should not be left unattended. DKU Library is not liable for any lost or stolen belongings.

8. Food and Beverages:

- a. **Eating in the Lab is prohibited. Drinks must be in containers with lids to avoid spills.**

9. Misuse Consequences:

- a. Non-compliance with these guidelines can result in a temporary or permanent loss of Lab access privileges.