



Resource Room Policies

The staff at MassHire Merrimack Valley Career Center want to assist you in every way possible during your job search. We encourage you to use our many resources and employment services. In doing so, we ask that you please observe the following **Resource Room Policies**:

- You must be an enrolled member of the Career Center to utilize the Resource Room.
- Use of cell-phones and other electronic equipment is strictly prohibited in the Resource Room.
- No food or beverages are allowed in the Resource Room at any time.
- Use of computers, copiers and printers is for job search and career development purposes only. We reserve the right to schedule and limit computer usage based on customer demand. A basic understanding of how to use a computer, Microsoft Windows-based programs, and the Internet is required. ***We offer free workshops on basic computer use, the Internet and computerized job searching. Please see a staff person to register for these classes before using the computers.***
- Internet access is limited to job search purposes only. You may not create personal power-start pages, web sites or home pages and are not permitted to enter or 'surf' chat rooms.
- When working on resumes, please bring your own flash drive or have an active email address so you can save your work. Your work cannot be saved on the Resource Room computers.
- When working with programs that contain audible sound, you must use headphones or ear buds.
- Use of Career Center telephones, where available, will be restricted to calls to potential employers or for scheduling interviews only. Use of telephones without the permission of staff is prohibited.
- Please refrain from unnecessary printing. Always proofread and use spell-check before printing your documents.
- When using Resource Room equipment, please handle with care and notify a staff member when experiencing problems. DO NOT attempt to fix an equipment problem.
- Please do not alter pre-set software settings on the computers. If an application or program requires a change in settings, please ask a staff member for assistance.
- Please complete all job search activities 15 minutes prior to closing.

Failure to adhere to the policies of the Resource Room, including unauthorized or inappropriate use of Career Center materials or equipment, may result in the loss of Resource Room privileges.