
SUPPORT SERVICES

Each District location has a number of administrative support services available to employees during their course of their job. Overall services are provided within Board of Trustees rules and are, understandably, restricted to business use only. Specific services as well as availability of services may vary according to location.

- **Computing Systems:** There are numerous computing systems in use throughout the District. Some systems are district wide. Other systems are unique to a given campus or department. Most systems require authorization to use. Authorization for District operational systems is based on job role.
- **Email:** The District's email system is an important tool for conducting business. The District's policy on the proper etiquette of email use is listed on the District's website. The distribution of "chain letters" is understandably prohibited.
- **Library Services:** The college libraries not only provide support to students enrolled in the instructional program but also to faculty and staff. Library research tools available include print and electronic resources, the Internet, as well as on-line access to a number of library catalogs. When you have a few moments to spare, stop by your college library and become acquainted with the variety of services available.
- **Mail Room:** Each college and the District Office administer their own mail rooms. District business mail sent from one district location to another is sent without postage via the District's internal "courier" mail system. Each location has a right to open and inspect the contents of business mail. Improperly addressed or prepared mail is returned to the sender for correction. Any personal mail that is "dropped off" at a mail room must bear the correct amount of postage. The District assumes no responsibility for loss or damage to personal mail. District mail rooms are not authorized to provide stamps, postcards and envelopes for sale.
- **Reprographics:** Copying services vary by location. Some locations use small department copiers for making limited numbers and use a centralized service for larger quantities. While there is no charge to you personally for job-related copying services, departmental chargeback systems are common. Access cards or codes may be required.
- **Telephone:** Each District location maintains its own telephone system and telephone directory. Telephones are, of course, for "district" related business only. District policy precludes the acceptance of collect calls, directory assistance calls, and other such charges. Authorization and/or authorization codes to place long-distance calls may occur according to job duties.
- **For additional information, please contact:**

Your supervisor will initiate service and/or system authorization process at your location and explain any college or departmental policies that may also apply.