OFFICE OF INFORMATION TECHNOLOGY (OIT)
Policies and Procedures Manual

2.3. Server Disk Space Quotas Policy

2.3.1. Purpose

2.3.1.1.   To professionally administer system resources and maximize the availability of University of La Verne servers through the judicious use of server disk space quotas.

2.3.2. Policy

2.3.2.1. A standard disk space quota for individual accounts on each University of La Verne server shall be established, implemented, and administered.

2.3.2.2. Exceptions to the standard space allocation shall be made on an individual basis.

2.3.2.3.   No user account shall be granted unlimited space.

2.3.2.4.   Individual users will be expected to properly manage their space allocation. This includes the regular deletion of old or unused files.

2.3.2.5.   Wherever possible, the server will be configured to automatically alert users when they are close to reaching their disk space allocation.

2.3.2. Procedure

2.3.2.1. To request an exception to the disk space quota on a server, the user must contact the Unified Service Desk at 909-448-4130 or help@laverne.edu.

2.3.2.2. If additional clarification or determination of need is required, an OIT staff member will contact the requestor.

2.3.2.3. Upon allocation of additional space, the requestor will be notified via e-mail.

2.3.3. Approval and adoption

2.3.3.1. Approved by the Chief Information Officer and Executive Vice President and adopted effective 10/15/2002.

2.3.3.2. Updated to address naming of ULV to La Verne as well as formatting of document. Reviewed and approved by the Chief Information Officer and Vice President for Facilities & Technology Services and adopted effective 11/1/2017.

2.3.3.3. Updated terminology and technologies and move approvals to the end of document. Reviewed by Senior Directors of Infrastructure and Enterprise Applications, and CIO and adopted effective 7/1/2020.

2.3.3.4. Reviewed by AVPs of Infrastructure and Systems, Enterprise Applications, and CIO with no changes made as of 7/1/2023.