

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.

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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.