POLICIES AND PROCEDURES

The College student is a member of a community of students seeking to acquire and communicate knowledge. A student's conduct, in and out of the classroom, must not infringe on the rights of other students, staff, or faculty. Each student, staff, and faculty member is obligated to respect the rights of others. Such an environment will enhance the educational purpose for which the College exists and the educational programs designed to achieve that purpose. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct, as outlined in the El Paso Community College Student Code of Conduct. As such, students are required to comply with the written information in this and other policies and procedures as well as with the verbal directives of the Librarians and Library staff.

The following policies and procedures are in place in order for the Library to maintain an environment that is conducive to learning.

1. **Noise.** All areas of the Library are considered quiet study areas. Electronic devices such as radios, cell phones, beepers, Bluetooth, etc. should not be used in the library. Cell phone conversations should be conducted outside the Library. The Library staff understands that verbal interaction is necessary to conduct certain group activities, as well as conducting business at the Circulation and other public services desks; however, Library patrons should be considerate of other students, faculty, and staff who are reading and studying by keeping voice and other sound levels as low as possible.

2. **Telephone, Cell Phone, Bluetooth, and Beeper Policy.** Library telephones are for staff use only. Patrons are asked to maintain a quiet atmosphere in the Library. The use of cell phones, beepers, and other electronic signaling devices is prohibited anywhere in the Library, including the Library classroom and study rooms. Please turn off cell phones and set beepers to vibrate mode when entering the Library. Violators will be asked to leave the Library. Exceptions will be made when cell phones or beepers are required for documented medical reasons.
3. **Food/Drink.** Food and beverages pose a threat to library materials and furnishings and should not be brought into the Library. Drink containers, including water bottles, must be closed and kept in backpacks.

4. **Library Furniture.** Priority use of Library furniture is for patrons who are reading or studying. Due to limited space in the Library, the staff understands that chairs might need to be moved for group study; however, it is the students’ responsibility to return furniture to its original location when they are finished. Please do not sit/stand on work surfaces such as tables, counter, etc. For safety reasons, students should not use the floor as a study area.

5. **Children.** Children under 17 must be accompanied by an adult and be supervised at all times. Children are not allowed to use library computers at any time. Library staff may reprimand disruptive children. If the disruptive behavior continues, a staff member will inform parents that their child is disturbing others. If parents refuse or are unable to control the child, a staff member may ask the family to leave. If the family refuses to leave, a staff member will summons the campus police. If children under 17 are left unattended in the library, a staff member will summons the campus police or will escort the children to the police department.

6. **Computer Use Policy.** The Acceptable Use Policy for Library Computers is defined on a separate handout. Priority use will be given to El Paso Community College students, faculty and staff. Students needing to use the online catalog and online databases have priority use on the Internet computers. Due to the limited number of computers in the Library, time limitations may be implemented as needed. The Library does not allow the use of personal or class software in the Library’s computers. Please make arrangements with the computer lab to view/use your software. Misuse of computers, including but not limited to modifying system facilities, changing web pages, damaging or vandalizing computer equipment, software or computer files, may result in the suspension or restriction of computer or library privileges.

*Library staff may call the campus police if any person committing any of these offenses or engaging in inappropriate behavior refuses to abide by Library policy. At its discretion, the Library may exclude from use or revoke borrowing or library privileges for anyone known to have violated any rule in this policy.*

9/15/10