

Code of Conduct: Library User Behavior

The **Library Services Code of Conduct** supplements but does not replace the Austin Community College's

Student Standards of Conduct and Disciplinary Process AR# 1.04.006

(<http://www.austincc.edu/admrule/1.04.006.htm>)

Safety Management Statement AR# 3.03.006

(<http://www.austincc.edu/admrule/3.03.006.htm>)

Current Student Handbook

(<http://www.austincc.edu/handbook>)

Posted Campus Building Rules

example: (<http://library.austincc.edu/gen-info/buildingRules-RVS.jpg>)

Library users are responsible for informing themselves of library policies. This code applies to all library users including faculty, staff and guests/visitors.

Access to the library is permitted only for purposes of using library resources or studying. Soliciting, loitering or sleeping is not permitted

Audio recording, videotaping, photography and other audio-visual recording are not permitted except where expressly authorized.

Library Services faculty librarians and staff have the right and the responsibility to interpret these guidelines and apply them to patron behavior as situations arise

ACC students and other library patrons share in the responsibility for making the libraries safe and pleasant places for academic pursuits, reading and studying.

Library users are expected to observe all Library Services rules and guidelines. Any activity in the Library that interferes with the rights of other Library patrons, or that is potentially harmful to any library user, staff, the facility, or library resources, is considered unacceptable.

ANIMALS

Animals are not allowed in the library building unless they are official guide or assistance animals.

BICYCLES, SCOOTERS AND SKATEBOARDS

Bicycles and motorized scooters are not allowed inside the library building. Other items must be carried in the building and kept on the floor, out of the way of other patrons.

CELL PHONE AND PAGERS

Cell phones and pagers should be turned to vibrate when entering the Library.

All calls should be taken outside of the Library.

CHILDREN IN THE LIBRARY

A college library is not designed for children but for college students. According to college policy (<http://www.austincc.edu/current/needtoknow/health.php#unattended>), children must be under the supervision of parents or guardians at all times. Children may not be left unattended in the library.

COMPUTERS AND OTHER EQUIPMENT

Library users must comply with the IRT/Library Acceptable Use Guidelines (<http://library.austincc.edu/gen-info/AUP/acceptableUse.php>) and the Library FAQ on computer use (<http://library.austincc.edu/help/FAQs/faq-comp-use.php>).

Students should take care to give students with disabilities access to machines equipped with adaptive software or other technology accommodations.

COPYRIGHT INFRINGEMENT

Infringement means to acquire, reproduce, distribute or share unauthorized copies of copyright materials (including peer-to-peer file sharing). Penalties for violation of copyright laws include fines and/or criminal prosecution. See more information on the College's Copyright web site (<http://irt.austincc.edu/copyright/>).

FOOD AND DRINKS

No food or open beverage or liquid containers are allowed anywhere in the library unless otherwise designated. Drinks are not permitted (even with covers or lids) at any computer or media workstation. Drinks are permitted in the library elsewhere in the library if they are in containers with covers and spill-proof lids.

GUEST/VISITORS

All library guest / visitors must sign in when entering the library. They must read and follow the Guest/Visitor Guidelines (<http://library.austincc.edu/help/FAQs/FAQ-LSvisitors.htm>)

IDENTIFICATION

All library users must be prepared to show valid personal identification if asked by library staff or Campus Police. ACC students, staff and faculty must present their valid current ACC photo ID card when asked by library staff.

LIBRARY MATERIALS

Please be respectful of Library materials. Please do not deliberately mis-shelve or damage library books, DVDS, periodicals, and other print and media resources.

Library materials must be checked out using your current valid ACC photo ID before leaving the Library.

The Library retains the right to examine all patrons' backpacks and other carriers exiting the library.

LIBRARY FACILITIES AND FURNISHINGS

Please be respectful of library property including furniture, chairs, carrels, equipment, walls, etc., and do not move, remove or damage library property. Library equipment and furnishings must be used for their intended academic purpose and treated with respect. For example, sleeping in the library, blocking entrances and aisles, etc., are not allowed. Library entrances, exits, and aisles must remain clear.

PERSONAL LAPTOPS AND DEVICES

The College provides Wi-Fi hotspots on all campuses for employees and currently enrolled students. To find out more about how to use YOUR wireless device at ACC, see "Connecting to the ACC Student Wireless Network"

(<http://irt.austincc.edu/ICT/computer/studwireless.php>).

ACC Faculty and Staff can find more information on the Wireless Documentation page (http://www.austincc.edu/helpdesk/docs/wireless_doc.html).

Student will need an ACCeID and password to access the ACC Student Wireless Network.

Students should not physically attach any personally owned computer equipment to any device on the campus networks without permission.

QUIET STUDY

Help to maintain a safe, quiet and clean environment by treating others as you would expect to be treated. Keep your voice down. Ask about a group study room.

Any noise or activity that disturbs the concentration of other users (including noise from conversations, cell phones, pagers, musical devices, etc.) is considered inappropriate.

Areas where there are service desks and library phones will be noisier than other areas.

TOBACCO AND RELATED PRODUCTS

The Library does not allow the use of tobacco products inside the library, including electronic cigarettes.

UNATTENDED ITEMS

Be responsible for personal belongings and do not leave them unattended even for a few minutes. Items left unattended may be removed and sent to the Campus Police office.