

## Library Building Rules

Library users who do not comply with the SWC Student Conduct Policy and the following rules may be asked to leave the building.

### Food and Beverages



Beverages are permitted only in spill-proof containers, defined as sport bottles or other containers made of hard plastic with screw-on or hard plastic caps to prevent spills if the bottle is accidentally dropped.



Food is not permitted in the Library.

### Cell Phones and Pagers

All cell phones and pagers must be off or inaudible while in the Library. Patrons must go outside the building or in a study room to use cell phones and pagers.

### Excessive Noise

Keep noise to a necessary minimum in all areas of the library, including study rooms. Quiet study areas have been designated with signs reminding users to maintain silence.

### Posting or Distributing Notices

No posting or distributing of personal notices is permitted. Unauthorized notices will be removed and destroyed.

Notices of campus events may be posted but must be stamped for approval by the Student Activities Coordinator before submission to the Reference librarian. Notices will be placed on bulletin boards only.

### Smoking

Smoking is not allowed in the library building. Smoking is allowed outside, 20 feet away from entrances to public buildings.

### Library Furniture

If you move furniture you must return it to its original location. For safety reasons, only one person may sit in a chair at a time.

### **Video/Audio Recording in the Library**

Photography, filming, video-taping and audio-taping in the Library is not allowed without the prior permission of the Reference Librarian on duty.

### **Personal Property**

Bags, etc, are allowed in the Library at the discretion of staff on condition that they may be inspected by Library staff if required. For reasons of security, bags and other personal possessions should not be left unattended. The Library has no responsibility in case of damage to or theft of personal property.

### **Library Materials**

1. Users are required to comply with copyright regulations as displayed by the photocopiers.
2. The removal of any material from the Library must be properly authorized and recorded. Damage to, or unauthorized removal of, material constitutes a serious offense and may lead to a fine or to disciplinary action.
3. Users are responsible for material borrowed on their cards and will be required to pay for any damage to, or loss of, material borrowed at replacement cost, plus an administrative charge. Borrowing rights are withdrawn while payment is outstanding.

### **SWC Student Conduct Policy**

For additional information about the Student Conduct Policy, please consult the SWC College Catalog or <http://www.swccd.edu/PdfsSI/StudentPolicyManual.pdf>.