



Library Building Rules & Guidelines

The rules and guidelines on this page serve to maintain a welcome, safe, conducive to learning environment for all of our users. We appreciate your cooperation.

Food and Beverages:

Beverages are permitted only in spill-proof containers, defined as sport bottles or other containers made of hard plastics with screw-on or hard plastic caps to prevent spills. Food is not permitted in the Library.

Cell Phones:

Please keep cell phones on "vibration mode".

Children in the Library:

Children must be supervised by an adult at all times.

Excessive Noise:

Please keep noise a minimum in all areas of the library, including study rooms. Quiet study areas have been designated with signs reminding users to maintain silence. Respect the needs of fellow students so as not to distract them from their studies.

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:

Southwestern College is a "smoke free" campus.

Library Furniture:

Do not move furniture from its original location. For safety reasons, only one person may sit in a chair at a time.

Personal Property:

For reasons of security, bags and other personal possessions should not be left unattended. The Library is not responsible for damage or theft of personal property.

Library Materials:

- Users are required to comply with copyright regulations.
- 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 fines or disciplinary action.
- 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 Borrowing rights are withdrawn while payment is outstanding.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:

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

For additional information about the Student Conduct Policy, please consult the SWC College Catalog

<https://catalog.swccd.edu/academic-regulations/academic-policies-bp-procedures-ap/student-conduct/>