Policy Title: Library Use Policy

Policy & Procedure Statement:

Overview
The ICOM Library space is designed to provide a quiet space for study, group work, and collaboration for ICOM students, staff, and faculty. Users not affiliated with ICOM are encouraged to use their own institution’s library (if affiliated with another college/university) or to use a local public library. Exceptions are made when ICOM students, staff, or faculty are working with outside groups such as in the case of IPE, research, etc.

Library Access
The Library will be staffed from 7:00 am to 6:00 pm, Monday-Friday. Outside of staffed hours, card access to the library will be granted to those with an ICOM badge. The library will open and close at the same time as the ICOM building.

Study Rooms
The ICOM Library offers four study rooms which are available for ICOM students, staff, and faculty. These rooms may be reserved online. Rooms will be held 10 minutes after a reservation after which it will be released. If a room is not in use and is not reserved, it can be used on a first-come, first-served basis. Study room use is limited to three hours
at a time, and preference is given to groups (two or more people). Whiteboards should be erased after each use. Personal belongings should not be left unattended and can not be used to hold a room for later use. The study rooms are not soundproof, so we encourage users to be aware of their conversation/video/music volume.

**Noise Levels**
The library has been designated as the dedicated quiet space in the ICOM building. With the exception of the lunch hour (12:00 pm - 1:00 pm), library users will be expected to engage in quiet study. The librarians will enforce quiet time during weekdays and we encourage library users to be considerate of fellow students when the library is not staffed.

**Tables/study carrels**
Tables and study carrels within the library are for the use of all ICOM employees and students and are on a first-come, first-served basis. Claiming a table and/or camping at a table or carrel for more than a few hours is not allowed.

**Behavior**
If a library user becomes disruptive, they will be notified that their behavior is inappropriate. If the behavior continues, the patron will be asked to leave the library. If the library user refuses to leave, ICOM security will be called. Disruptive behavior on the part of a library user may result in the suspension of an individual's library privileges, for a length of time to be determined by the Library Director.

Prohibited behaviors include:

- Any activity prohibited by law or any other conduct that interferes with others' use, safety, or enjoyment of the library.
- Loud or unnecessary noise in designated quiet zones, or during designated quiet hours.
- Violating any policy or procedure regarding the use of the library's computers or the Internet.
- Harassment or threats to library users or staff.
**Food/drink**
The Library allows food and covered drinks and asks that patrons bringing in food be respectful of library facilities by cleaning up after themselves.

**Cell Phones**
The Library is a quiet space for study, so we request that all patrons silence cell phones while in the library. If you need to make/take a call, please do so in the lounge area across the hall from the library.

**Personal Property**
The library is not responsible for theft, damage, or loss of personal property, including property stored in study rooms or on tables. Library users should take every precaution to ensure the security of personal belongings, especially purses, wallets, backpacks, books, laptop computers, and other electronic devices.

**Unstaffed Hours**
It is expected that all library users will adhere to these policies, even in the absence of staff. Users who are caught violating these policies during unstaffed hours will lose library privileges.

Approved by:

[Signature]

CAO/Dean

Date

8/20/19