

**Terms of Use
for
Community Patrons of the Wallace Community College
Learning Resources Centers System**

Community Patron Definition *Community Patron* is defined as all Learning Resources Centers (LRC) users who are not current students or employees of Wallace Community College.

Wallace Community College appreciates the pursuit of scholarly interests through use of its Learning Resources Centers (LRC) System. Use of Wallace Community College Learning Resources Centers is offered to the public as a privilege. This privilege is to be exercised after one has made thorough use of the public library or one's own institutional library.

For the Learning Resources Centers System to properly fulfill its mission of providing and protecting resources, the following terms have been established for users who are not registered students or employees of the College. The library privileges for individuals may be revoked for noncompliance of any of the terms of use listed below.

By using any LRC resources or facilities, the user understands and agrees to the following terms:

- The facilities, resources, and services of the LRC System are provided primarily for the use of students and faculty and staff members of the College. Other persons from the community may use the facilities and its resources on a limited basis provided that they do not interfere with activities of the College.
- The College is guided in philosophy and practice by the principle that individuals will not be treated differently because of race, creed, religion, color, gender, age, sex, national origin, disability or marital status and that legitimate and reasonable access is available to all.
- Community patrons will be required to register with the LRC as a community patron. Thereafter, community patrons will be required to show valid picture identification (such as a driver license) and sign in at the LRC desk upon entry into the facility.
- Excessive noise or other disruptive behavior that prevents a quiet and orderly atmosphere in the LRC is not permitted.
- Use of inappropriate language and abusive behavior toward staff members and others are not permitted and may result in revocation of LRC privileges.
- Vandalism, which includes marking or defacing LRC resources, equipment, or building, is prohibited.
- The LRC has installed theft detection equipment. The LRC staff will contact campus police if attempted theft is suspected.
- Possession or use of weapons, alcoholic beverages, or illegal substances is prohibited in the LRC. The LRC staff will contact Campus Police if such possession is suspected.
- Shoes and shirts must be worn at all times. All other appropriate rules of dress must also be followed.
- Soliciting, selling, displaying items for sale or placing any material in the entrance or inside the LRC unless approved by the appropriate College authority are not allowed.
- Community patrons possessing cell phones will set the devices to a no-ring mode upon entering the library building. Cell phone conversations are to be conducted outside of the library building.
- Community patrons are required to take personal belongings with them when leaving the LRC or the computer lab for an extended amount of time.
- Personal belongings left unattended for an extended period of time will be collected and placed in the lost and found at the respective campus Switchboard.
- Community patrons must obtain permission from the LRC staff before relocating any furniture or fixtures.
- During an emergency evacuation of the building, all occupants of the building must follow the directions of the LRC staff and public safety personnel.
- Community patrons who desire to use equipment, including computers, will be assigned a work area at the discretion of the LRC staff.
- Community patrons will abide by the Acceptable Use Policy for Information Technology Resources as stated in the *Wallace Community College Catalog and Student Handbook*.
- Community patrons will be charged \$.25 per page for computer printing.
- Community patrons will have access to LRC computers after 1:00 p.m., Monday -Thursday.
- Community patron access to LRC computers will end 30 minutes before closing time.
- Computers are not available to community patrons on Fridays and Saturdays.
- Computer use by community patrons will be limited to two hours daily.
- The LRC staff may place further time restrictions during periods of high student usage or other circumstances as deemed appropriate to accommodate Wallace Community College students.
- Community patrons are not allowed to tamper with printers or other equipment.