



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: GENERAL LIBRARY POLICIES

Code: EE0104-1

Policy Reference: E0202, Policy Statement Governing Technology Use

General Library Policies

In order for each MATC library to provide fair access to library resources and insure their preservation, all library users have an obligation to:

- Maintain a clean, pest-free environment by not eating, drinking, or smoking anywhere in the library
- Maintain a quiet study environment , except in areas designated for group discussion
- Maintain accessibility of library materials by
 - properly checking out materials that can be circulated
 - returning books by their intended due date, and
 - responding promptly to recall requests

Priorities for Library Computer Use

MATC policy states that the Internet is "not provided as a medium of free expression when unrelated to the academic programs or operations of MATC" (EE0202)

The academic program drives the use of library computers. Computers in MATC libraries are available for users to access information resources. When there is a shortage of computers to meet the demand by users, these are the priorities for using a library computer:

1. Library orientation classes.
2. Research for classes.
3. Work on class assignments.

The following activities are not recommended for library computer use: Chat rooms, Email, or Games.

Rules and Regulations

To insure the utmost safety and security of all library users, the MATC campus libraries have established the following rules and regulations:

- Any small children in the library must be accompanied and supervised by an adult
- Penalties for vandalism or theft of library property will be enforced.
- Eating or drinking is not allowed anywhere in the library



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- Use of tobacco, alcohol, or other illegal substances within the library is not permitted
- Blocking of doorways or library stacks for extended periods of times is prohibited
- Disruptive noise or behavior is not permitted in the library
- Users who violate computer usage procedures will be denied computer access.
- Those individuals unwilling to comply with these rules and regulations may be asked to leave the library.

Office of Responsibility: Instructional Design