

San Diego Miramar College Library

Code of Conduct

Phone: (619) 388-7310 Email: librarymira@sdccd.edu

For the benefit of all, users must follow this code of conduct while in the Library. Users who do not cooperate will be asked to leave immediately and risk loss of Library privileges.

- ❖ **Behavior:** Behavior in the Library should be following the Student Code of Conduct in San Diego Community College District's Board Policy 3100. General behavior is expected to contribute to an atmosphere appropriate for study and research. Please be considerate of others using the Library. Loud, obnoxious, and/or lewd behavior will not be tolerated.
- ❖ **Food & Beverages:** Food, is not allowed in the Library. Beverages are permitted. (Empty beverage containers must be disposed in trashcans located outside the Library.)
- ❖ **Quiet:** Kindly respect those who are studying by keeping noise levels to a minimum. The Quiet Study section is specifically designated for silent study and does not permit conversations or the presence of children. Talking in hushed tones is allowed in other parts of the Library.

Please refrain from having cell phone conversations inside the building.

- ❖ **Damage & Theft:** Damage to or theft of Library materials and equipment is considered a serious offense and may result in fines and expulsion from the College. Library staff may detain, for a reasonable period, any person suspected of committing "library theft" (penal code section 490.5).

The Library staff is not responsible for watching personal property. Do not leave personal items unattended at any time.

- ❖ **Internet Policy:** The primary function of student computer workstations is for academic research and school-related assignments. Consequently, they should not be utilized for activities like social media or gaming during peak times. Furthermore, it is strictly forbidden to access sexually explicit material on these computers. If you are found using the computer inappropriately, you will be required to surrender your workstation.
- ❖ **Children:** Parents or guardians of children who are causing disruptions or are too young to grasp the appropriate behavior for a library setting will be requested to exit the premises. Please ensure that children are not left unsupervised in the Library
- ❖ **Safety:** In case of emergency please follow all directions that are directed by staff. Shirts and shoes must be worn at all time in the Library.

Thank you for your cooperation.