

MISSION DEL PASO LIBRARY

Library Etiquette

Note: On the EPCC Libraries home page, left side bar, the link Library Policies is the most recent Library Protocols and Guidelines for all campus libraries. On the Mission del Paso Library page, click on the tab Library Guidelines for the complete guidelines. Presented here is a short form.

1. **Noise.** All areas of the Library are considered quiet study areas. Please silence cell phones, radios, beepers, and other devices. Texting is OK outside the classroom. Cell phone conversations should be conducted outside the Library. Individuals not adhering to these protocols will be asked to leave. Exceptions are made when phones or beepers are required for documented medical reasons.
2. **Food/Drink.** Food and beverages pose a threat to library materials and furnishings and should not be brought into the Library. Drink containers, including water bottles, must be closed and kept in backpacks.
3. **Library Furniture.** Priority use of Library furniture is for those who are reading or studying. Due to limited space in the Library, the staff understands that chairs might need to be moved for group study; however, it is the students' responsibility to return furniture to its original location when they are finished. Please do not sit/stand on work surfaces such as tables, counter, etc. For safety reasons, students should not use the floor as a study area.
4. **Children.** Children under 17 *must* be accompanied by an adult and be supervised at all times. Children are not allowed to use library computers at any time. Library staff may reprimand disruptive children. If the disruptive behavior continues, a staff member will inform parents that their child is disturbing others. If parents refuse or are unable to control the child, a staff member may ask the family to leave. If the family refuses to leave, a staff member will summons the campus police. If children under 17 are left unattended in the library, a staff member will summon the campus police or will escort the children to the police department.
5. **Computer Use Policy.** The Acceptable Use Policy for Library Computers is defined on a separate handout. Priority use will be given to El Paso Community College students, faculty and staff. Students needing to use the online catalog and online databases have priority use on the Internet computers. Due to the limited number of computers in the Library, time limitations may be implemented as needed. The Library does not allow the use of personal or class software in the Library's computers. Please make arrangements with the computer lab to view/use your software. Misuse of computers, including but not limited to modifying system facilities, changing web pages, damaging or vandalizing computer equipment, software or computer files, may result in the suspension or restriction of computer or library privileges.

Library staff may call the campus police if any person committing any of these offenses or engaging in inappropriate behavior refuses to abide by Library policy. At its discretion, the Library may exclude from use or revoke borrowing or library privileges for anyone known to have violated any rule in this policy.