Chapter 6– Rules of Behavior

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The Libraries’ rules of behavior are designed to protect the rights and safety of Gaston College’s students, faculty, and staff as they relate to the proper use of the library as a resource and study sanctuary. Library rules of behavior are enforced in accordance with the Gaston College Student Code of Conduct, as outlined in the student handbook.

The interpretation and enforcement of these rules rests with the library staff. Violations observed by library users should be reported to library staff, who will take appropriate action. Violations of library rules, including disruptive behavior, may result in loss of library privileges or expulsion from the library.

All users are asked to abide by this behavior policy.

6.1 Noise

Users must help to maintain a quiet environment and refrain from engaging in any behavior that interferes with the normal use and operation of the Library by others. This includes, but is not limited to, loud talking and boisterous behavior.

6.2 Cell Phones

Cell phones should be turned off or turned to vibrate. Cell phone conversations should be conducted outside the Library.
6.3 Groups

Study groups of no more than 6 persons are restricted to the study room at Morris Library. Study groups exceeding 6 persons must abide by the noise policy and other disruptive policies or they may not meet in the Library.

6.4 Eating and Drinking

Food and drink are not allowed in the Library except by staff in designated areas and at special Library-scheduled events.

6.5 Smoking and Use of Tobacco Products

Smoking and other tobacco products are not permitted in the library.

6.6 Underage or Unattended Children

Children must not be left unattended in the Library. Unattended children will be turned over to campus security or local authorities. Minor children should not be unattended and students are strongly discouraged from bringing them to Gaston College. The College does not assume responsibility for unattended children.

6.7 Intimate Behavior

Engaging in sexual conduct or lewd behavior is prohibited.

6.8 Personal Property

Users are responsible for their personal belongings. Unattended personal items may be discarded or turned into the College’s lost and found.

6.9 Damaging Library Property

Users engaging in vandalizing, altering or damaging library buildings, furniture or equipment, including computer systems, networks, programs or data, are in violation of North Carolina State Law and will be subject to the School's disciplinary policy and local law enforcement (North Carolina General Statutes, Chapter 14, Section 398).

6.10 Library Materials

Destroying, damaging or defacing library materials is not permitted and is a violation of North Carolina State Law (North Carolina General Statutes, Chapter 14, Section 398). Leaving the library without checking out materials is prohibited.
6.11 Headsets

Computer audio, music and video materials require the use of headsets at all times. This includes personal audio devices such as Ipods and M3P players. Noise from headsets should not be audible to others.

6.12 Library Computers

Computers are for academic research and class-related activities. Staff members reserve the right to ask users to relinquish use as warranted.

6.13 Animals

Only service animals are allowed in the library. Unattended animals found around the library will be reported to the campus police.

6.14 Safety Procedures

Staff will lock unoccupied rooms and ensure the library doors are locked before and after published hours. Only campus employees are allowed in the library outside of posted hours.

6.15 Library Phones

Circulation desk phones are to be used for library business. Anyone using the phone should keep calls local and limited to 2-3 minutes.

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