



# Library Policies and Facilities Procedures

## STUDY SPACES

The Library space is open for all students to use for study and research while on campus. While there are no quiet spaces, we ask that all Library users be respectful of those using the area.

Users are expected to:

- Treat other users and Library staff with courtesy and respect
- Refrain from disturbing others with loud, disruptive, or threatening behavior
- Treat materials and facilities with care and respect
- Follow all policies and procedures of the Library and WSU Tech

## CHILDREN IN LIBRARY

For the safety of the child, parents/legal guardians and caretakers should realize that WSU Tech personnel are not responsible for small children. Children under the age of 10 may not be left unattended in the Library space. Children under the age of 10 must be accompanied by an adult at all times.

If an unattended child cannot locate his or her parent, legal guardian or caretaker in the Library area campus security will be called.

## FOOD AND DRINK

Spills and food residue can damage expensive Library materials and equipment. Only drinks with lids are permitted in the space. Food is allowed but we ask that all patrons be respectful of the equipment and materials. Students are asked to dispose of all trash in the trash receptacles located throughout the space.

## COMPUTER LAB

The computer lab contains 28 computer stations, overhead projector, and presenter podium. The computer lab may be reserved by contacting library staff. When no programming is scheduled, the lab is open for all WSU Tech students to use. All computers print to the WSU Tech Library printer. Signage on the door will indicate reservations and open lab times.



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## DISRUPTIVE BEHAVIOR

The Library does not permit disorderly conduct or other behavior on its premises that is disruptive to others and incompatible with its mission or the WSU Tech Student Code of Conduct. Specific examples of disruptive behaviors include, but are not limited to:

- Creating noise that disturbs others, including loud talking, using radios, or using other sound generating devices without headphones
- Using cell phones to initiate or receive calls in designated quiet areas
- Hostile or rowdy behavior such as fighting, threatening, intimidating, stalking, harassing, or abusing Library users or staff with words or actions
- Running, throwing items, or other unwarranted movement that disrupts or could possibly injure self or others
- Hiding or deliberately misshelving books to prevent their use by others
- Engaging in sexual harassment or overt sexual behavior
- Exhibiting signs of substance abuse, including drunkenness
- Bringing any excessive amount of personal property, including, but not limited to, bicycles, shopping carts, or bedding into any Library area
- Using skateboards, skates, scooters, etc. within any Library area
- Selling goods or services, or soliciting donations of any kind
- Passing petitions, unauthorized surveys, pamphlets, or other materials directly to Library users while in any Library area
- Posing a sanitary, health, or safety risk to self or others, including offensive body odor



# Library Policies and Facilities Procedures

## COMMUNITY BORROWER POLICY

Community Borrowers are eligible for limited Library privileges. Community Borrowers must be adult residents of Kansas or Kansas high school students.

To apply for a WSU Tech Library e-card, Community users must provide:

1. Government issued photo ID
2. Piece of postmarked mail from the current address
3. Valid email address

WSU Tech e-card privileges include:

- Free checkout privileges limited to 2 books at one time
- Access to the Inter-Library loan services provided by the South Central Kansas Library System
- Limited computer access

WSU Tech e-card privileges do not include:

- Course Reserve material
- Access to online material
- Library equipment
- Study room reservations
- Hold, transfers, or recall services
- Renewals



# Library Policies and Facilities Procedures

## **COMMUNITY BORROWER COMPUTER USE PRIVELEGES**

Computer privileges for Community Borrowers are limited to those who have a valid WSU Tech e-card in good standing. Community Borrowers may only use computers designated for community use. Priority is given to WSU Tech students at all times. If students are using the computers designated for community use, community members will not be able to access the computer until one becomes available. Library staff will not ask students to move to a different station to free up a designated computer for community use. Computer sessions are limited to 1 hour for community borrowers.

Community Borrowers must talk with Library staff if they have printing needs. Payment must be made before any print jobs will be printed. Only cash is accepted as form of payment.