



IRVINE VALLEY
COLLEGE

LIBRARY

Library Use & Conduct Policies

The IVC Library seeks to provide all users with a welcoming, comfortable, and safe environment ensuring equitable access to the library resources and services. The following Use & Conduct Policies are intended to ensure a pleasant and productive environment for study and research for all users.

These Use & Conduct Policies are applicable to all library users and are enforceable by all library staff.

- I. General Behavior:** Users are expected to respect other users and library staff.
 - a. Disruptive activity or any behavior interfering with ordinary library use or operation, likely to endanger others, or that other patron might reasonably find disruptive is not permitted.
 - b. Interfering with a library employee's performance of duties, including through verbal abuse, intimidation, or any type of harassment is not permitted.
- II. Facility Use:** Library facilities are intended for ordinary library activities and those sponsored by the Library. Users are expected to respect library facilities.

Users may not:

- Enter or remain in unauthorized areas of library facilities at any time or in any space when closed to the public. Users must leave the building at closing, during emergencies/evacuations, and whenever so requested by library staff or public safety personnel.
- Obstruct access to study facilities, workstations, or library materials.
- Vandalize, deface, damage, or destroy library property, including but not limited to: buildings, furniture, equipment, fire systems, etc.
- Film or photograph library users or employees without their knowledge and consent.
- Bring animals into library buildings, with the exception of service animals assisting individuals with disabilities.
- Bring bikes and motorized carts into library buildings; other than strollers & vehicles used by persons with disabilities, wheeled vehicles, including skateboards, are not permitted in the library unless carried as personal property.
- Engage in unauthorized posting of material, or vending, peddling, panhandling, distribution of literature within library perimeters, or solicitation of merchandise/services in library facilities.
- Exhibit personal hygiene or body odor that unreasonably interferes with ordinary library use and operation.

- Use library areas for prolonged sleeping or as living quarters. Camping equipment and furniture arrangements designed for sleeping are not permitted.
- Bring firearms, other weapons, fireworks, or other dangerous devices/substances into library buildings.
- Smoke (including electronic cigarettes) or use any form of tobacco in library facilities, near library entrances, or as prohibited by campus policy.
- Leave personal belongings unattended. The Library is not responsible for damage or theft of personal property.
- Eat or drink in the library. Sealed water bottles and beverage containers are permitted in the library.
- Talk on cellphones and use other electronic devices that disturb other patrons. Please put your devices on mute when in the library.

III. Collection Use: Users are expected to respect library collections.

Users must:

- Check out or obtain proper authorization before removing library materials, equipment, or property from library facilities.
- Refrain from deliberately misplacing library materials to prevent or limit access by others.
- Return library materials on or before the due date or upon request by the Library.
- Handle library materials gently, such that they are not mutilated, defaced, or damaged.
- Observe applicable intellectual property and copyright laws and electronic resource licenses.

IV. Computer & Wifi Use

The library provides computers and Internet Wifi access to all currently enroll students and actively registered community users. The computer facilities are for educational and research purposes only.

Users must:

- Log-in with own username to use the computers or to connect to campus Wifi.
- Use headphones when playing sound from computers. Please keep the volume low to prevent disturbing others.
- Limit computer usage to 60-minute session when there are other students waiting for a computer.
- Abide by the [SOCCCD Administrative Regulation 4000.4](#) regarding electronic communications.

Users may not:

- Play games or use chat.
- Log-in on multiple computers simultaneously.
- Use another user's log-in credentials.
- Maliciously access, alter, damage, or destroy any computer system, network, program, or data.

- Violate electronic resource licenses, agreements and guidelines, including those limiting or prohibiting systematic download, duplication, transfer, sale or commercial exploitation.
- Use computers in ways that violate state or federal laws or college policies.

V. Children in the Library

The Library's collection is intended to support the teaching and research needs of IVC faculty, students, and staff. Moreover, the Library supports open Internet access, permitting potential viewing of materials unsuitable for children. Children must be accompanied and supervised by a parent or adult at all times. Do not leave children unattended. The library is not responsible for their safety. Unattended children under the age of 13 will be referred to Camps Police.

VI. Copyright Regulations

All users of the library are expected to abide by the United States copyright regulations when using the resources in the library. The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law. See more at: [Copyright and Fair Use](#)

VII. Enforcement & Reporting

Library use is a privilege, not a right. Violations of these policies will be reported and consequences enforced. Anyone violating these policies may be asked to leave the Library and refused future access. Such persons may be subject to warning, suspension, prosecution, forfeiture, requests for restitution, civil fines, and/or criminal penalties.

If an individual or group is not adhering to library policies, other users may report concerns, problems, or policy violations to any library staff member.

VIII. Additional Policies in Effect: The Library's Use & Conduct Policies supplement college policies and federal, state, and local laws. The Library also upholds and enforces the following policies:

- [Library Study Room Policy](#)
- Library Circulation Policy
- IVC [Codes of Conduct for Students](#)
- [SOCCCD Administrative Regulation 4000.4](#)