

# Library Code of Conduct

We want everyone to have a positive experience in the College of Marin Library! The following policies are in place to help ensure that all users feel safe and respected during their time in the Library. Patrons of the Library are expected to adhere to all of the following policies in addition to the policies outlined in [Board Policy 5500 "Standards of Student Conduct."](#) The following policies are enforceable by all Library employees, including staff and faculty librarians. Please refer to the Library website for other Library policies and to the College of Marin website for the Standards of Student Conduct ([BP 5500](#)). Failure to abide by these policies may result in disciplinary action by the District in accordance with [Administrative Procedure 5520, "Student Discipline and Due Process."](#) Users may be asked to leave if they do not abide by these policies. Campus Police may be called to assist Library employees. Continued violation may result in documentation and eventual suspension and/or loss of Library privileges.

- **Space:** Respect others' need for privacy and personal space on computers and throughout the Library.
- **Food:** We encourage students to bring snacks, however please be mindful to not bring items that are messy or smelly. Don't forget to clean up after yourself. Deliveries are not permitted.
- **Drinks:** Drinks with lids are welcome in the Library. Use caution not to spill.
- **Noise:** We want you to talk with your friends and classmates in the Library, however please be mindful that due to our current layout, noise carries and can be disruptive to other patrons. Use a quiet voice, put your cell phone ringer on silent, and take phone calls outside of the Library. When using headphones, please ensure the volume is not loud enough that your neighbor can hear.
- **Strong Smells:** Respect others' sensitivities to strong odors.
- **Personal Belongings:** Do not leave your belongings unattended. The Library is not responsible for lost or stolen items.
- **Group Study Rooms:** Group study rooms are available for current College of Marin students, faculty, and staff only. Refer to the Group Study Room Reservation Page for more information: <http://marin.libcal.com/booking/rooms>
- **William Keith Room:** Do not touch or bring food or drink near the paintings. Please contact the Library Department Chair/Coordinator to schedule use of this space for events.
- **Closing:** Patrons are expected to exit the Library promptly at closing time. Please refer to the [Library website](#) for hours.

- **Computer Help and Research Assistance:** The librarian and library technicians on duty need to be available to assist all patrons. Students may be asked to limit questions to ten-minutes per day, and community patrons may be asked to limit questions to five-minutes per day. If you require additional assistance, you may ask to schedule a one-on-one appointment, up to thirty-minutes per week for students, and fifteen-minutes per week for community patrons by emailing [askalibrarian@marin.edu](mailto:askalibrarian@marin.edu).
- **Community Patrons:** We ask community members to follow the same guidelines as students. Community users are welcome to use computers; however, students are given priority.
- **Children:** Children 12 and under must be supervised by an adult.
- **Substances:** No smoking, vaping, e-cigarettes, or drinking of alcohol. Smoking is restricted to designated areas on both College of Marin Campuses.
- **Bicycles/Skateboards:** Bicycles are not permitted inside the Library; skateboards must be carried into the Library and kept on the floor, out of the way of other patrons.
- **Clothing/Shoes:** Clothing and shoes must be worn at all times in the Library.
- **Animals:** Only identified service animals are allowed in the Library.

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Thank you for helping us create a positive learning environment!