



CIRCULATION, HOURS, RULES,  
INTERNET USE AGREEMENT

**Library Circulation Policies:**

Our policies exist in order to provide the best possible access and service to *all* Library users. It is therefore vital that all users abide by the policies set forth in this document. The patron’s signature attests to the fact that he or she understands and agrees to uphold these said policies. All users must have a current student, faculty, or staff, picture ID card. All users will provide the Library with the most current personal information available. Providing false information or violation of rules will revoke said library privileges.

**Check Out Limitations:**

- Students, Faculty, and Staff - 3 books [two (2) weeks check out period]
- 1 CD, or DVD [one (1) week check out period]

\*\*\* No check outs on any materials three (3) weeks prior to end of semester. Items MUST be returned to the Library in the Return Book Receptacle at the Circulation Desk or given to the library personnel during normal business hours.

**Fines & Holds for Students Faculty and Staff:**

Fines will start accruing the first business day after the due date at the rate of **\$.25 per day for Books, DVD’s, CD’s, and Video Tapes**. Fines do not accrue on the days the library is closed. It is the patron’s responsibility to return materials—no reminders will be sent from the library.

Lost, stolen, damaged, or destroyed items will be assessed for value at the time of check out. Library patrons will assume all financial responsibility for delinquent materials. Library patrons will assume all financial responsibility for delinquent materials. **A revocation of privileges will be issued on the said student, after two times of not returning items when due or violation of library rules.**

**Computer Use in the Library**

ALL computer users will strictly abide the guidelines set forth in the Reid State Technical College’s Internet Use Agreement. The Internet Use Agreement is discussed during Orientation to the college and is posted inside of CANVAS. The agreement can also be viewed on the student accounts page of the Reid State website.

I have read and understand the above:

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

Phone Number: \_\_\_\_\_

Program: \_\_\_\_\_

\_\_\_\_\_ Student ID #

**Library Rules:**

All persons upon entering the library agree to comply with these rules/regulations. Proper identification is required for all library services for (a) safety/security reasons, (b) when criminal activity has occurred on premises, or (c) when library rules have been violated. Persons waiting on students or other individuals with business on campus are to be directed to the STUDENT CENTER #800 (TV, snack machines, etc.) Have a look around, but please do not abuse our hospitality. Obey our rules and we can continue to serve our students and community alike. Thanking you in advance for your consideration in this matter. The library reserves the right to inspect all bags, purses, briefcases, book bags, etc. for library materials. The library is not responsible for lost, damaged, or stolen items. ALL patrons are to abide by the Internet Use Agreement. Violation will result in expulsion from the premises. NO food or drinks (this includes bottled water). NO tobacco products of any kind. NO loud, obscene/obtrusive language. NO alcohol, illegal substances, or weapons are permitted in library or on campus. NO fighting, running, pushing, shoving, or throwing. NO pets other than service animals. NO loitering, sleeping, or soliciting. NO physical, sexual, or verbal abuse of library users or library staff. NO STRONG odors (perfume, cologne, or body) or articles with a foul odor that interfere with or disrupt others from using library space. ALL cell phones, pagers, and other electronics should be muted or silenced. ALL visitors/patrons must wear proper clean attire (shoes, pants, shirt). SMALL children are allowed in the library with adults on official business and must be supervised at all times.

**Library Hours:**

Monday - Thursday 7:30 - 4:00 Friday 7:30 - 1:00  
Hours are posted outside library and on the website.

## INTERNET USE AGREEMENT

Computer use policies safeguard the rights and privileges of all users. In exchange for the use of Reid State Technical College computer systems, either at school or away from school, I understand and agree to the following:

1. It is my responsibility to avoid abusive conduct, which would include, but not be limited to the altering of system software, placing of unlawful information, computer viruses or harmful programs on or through the system in either public or private files or messages.
2. I am accountable for the use of my password. My password will not be revealed to anyone. Any problems, which arise from the misuse of my home directory, are my responsibility.
3. I will not use the school's computer system to obtain, view, download, or otherwise gain access to or transmit materials that are unlawful, obscene, pornographic, abusive, or otherwise objectionable.
4. If I receive any unsolicited on-line contact, I will not respond and will advise my instructor or the system administrator immediately.
5. I will use only software owned or approved by Reid State Technical College on all workstations and networks.
6. I will use all computer equipment as intended. I will not tamper with terminals, associated equipment or otherwise disable the system or related equipment.
7. I will not change, copy, rename, delete, read, or otherwise access files or software that I did not create, unless I have written permission from the System Administrator.
8. I will not use school computer equipment for anything other than school related work without permission from the System Administrator.
9. I will not participate in peer-to-peer file sharing or downloading of illegal file sharing sources.
10. I will not participate in the unauthorized distribution of copyrighted materials.
11. I will reference Reid State's File sharing and distribution regulations for further information on copyright law.
12. I have read and agree to conditions in the Terms and Conditions for Internet Use as described in Reid State Technical College's Internet Acceptable Use Policy.

I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.