

Library Code of Conduct

Welcome to the Arthur A. Houghton, Jr. Library. Members of the SUNY CCC community and visitors are invited to use the Library's information resources and services. The Library strives to provide access to complete and well-maintained collections, information resources, equipment and tutoring services. The Library seeks to provide a safe and secure environment and facilities suitable for learning, reading, studying and other activities associated with collegiate teaching and research.

Library users are expected to respect the rights of others and the integrity of Library resources.

Individuals will:

- Use email or Internet resources within the guidelines of SUNY CCC computer use policies.
- Adhere to policies governing appropriate use of SUNY CCC identification.
- Present identification upon request.
- Comply with library loan guidelines.
- Follow the procedures set forth by the Learning Commons staff.
- Follow the Library's Food and Drink guidelines.
- Respond to emergency alarms and other situations as instructed by staff; leave buildings at closing and limit use of the library to authorized areas only.

Behaviors that infringe upon the rights of library users or staff are prohibited. Prohibited activities and behaviors include, but are not limited to, the following.

Individuals will not:

- Exhibit any threatening or intimidating behaviors, e.g., abusive language, threats of violence or harassment.
- Engage in behavior that is potentially unsafe or harmful to self or others, e.g., bringing weapons into libraries, skateboarding, rollerblading, or throwing objects.
- Create disturbances with disruptive noise, e.g., excessive loud talking or audible electronic devices.
- Engage in any sexual activities including, but not limited to, unwanted or inappropriate touching, unwanted or inappropriate advances, harassment or indecent exposure.
- Vend, peddle, solicit or petition in the libraries; post or distribute materials without permission.
- Use alcohol, tobacco or controlled substances.
- Obstruct use of Library equipment or facilities, or deny access to Library materials through theft or deliberate misplacement.
- Deface or damage library materials including, but not limited to, underlining, highlighting, writing, using sticky notes or paper clips, removing pages or security devices.
- Misuse, misappropriate or damage library furniture, buildings or equipment, including computer systems.
- Bring animals, other than identified service animals, into the library.
- Leave personal belongings unattended.

Sanctions for non-compliance:

Library users found in violation of this code of conduct may be asked to present identification to library staff; may be subject to a search of backpacks or bags; may be directed to leave the premises and not return to any library facilities for the day; and may be reported to SUNY Corning Community College campus security. Disciplinary or legal action may also be taken in accordance with applicable laws and policies.