MISSION

The Clermont College Library supports its college community.

In accordance with the college’s mission, we strive to foster student success by:
- Cultivating a welcoming campus space devoted to research, study and collaboration
- Providing and promoting access to information resources in a variety of formats
- Teaching research and critical thinking skills, both in-person and online
- Communicating the library’s offerings, services, and programs to the campus community
- Working collaboratively with other college/university units to achieve our common educational goals

GENERAL POLICIES

Animals
Clermont College Library prohibits bringing a pet into our facility with the exception of animals providing accommodations for individuals with disabilities.

Audio Devices
Headsets must be used for any audio listening while in the library. Audio devices should be played at a level that does not disturb others.

Children and Minors
The Clermont College Library is a minimally supervised adult environment. The primary mission of the library is to serve the academic research needs of the college’s students, faculty and staff. We strive to maintain an appropriate environment conducive to research, study, and collaboration.

Children under the age of fourteen who are not registered UC students must be accompanied by an adult at all times, may not use the library’s computers, and are not allowed on the 2nd floor of the library as this is an area designated for quiet study only.

Adults who bring children into the library are responsible for monitoring their activities and regulating their behavior. If a child is noisy or causing a disruption, the accompanying adult and child will be asked to leave the library. If a child is left unattended and the accompanying adult cannot be located, library staff will contact UC Public Safety for assistance. A UC ID or a photo ID may be required to verify age or student status.

Clothing
Appropriate dress is required. Shirts and shoes must be worn in the libraries.

Computer Use
Library computers are provided primarily for the use of the Clermont College community. State and federal laws, as well as the UC Use of Information Technology policy apply.

Confidentiality of Patron Information
Clermont College Library is committed to protecting patron confidentiality in accordance with the American Library Association Code of Ethics and Ohio Confidentiality Law (ORC 149.432).

- The American Library Association Code of Ethics states, “We protect each library user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.”
- The Ohio Confidentiality Law states, “‘Library record’ means a record in any form that is maintained by a library and that contains any of the following types of information: (a) information that the library requires an individual to provide in order to be eligible to use library services or borrow materials; (b) information that identifies an individual as having requested or obtained specific materials or materials on a particular subject; (c) information that is provided by an individual to assist a library staff member to answer a specific question or provide information on a particular subject.”

Disruptive Behavior
Disruptive behavior toward others is prohibited, including:

- Creating excessive noise
- Any harassment of others, including verbal or physical attack
- Odor constituting a nuisance or health concern
- Bringing in personal belongings not essential to the research undertaking (bedrolls, carts, frame backpacks, large duffel bags)
- Behavior that disturbs others or interferes with the appropriate use of the facility, including inappropriate sexual behavior

Emergencies
In the event of fire, severe weather, power outages, or other emergency situations, an emergency alarm will sound and library staff will alert building occupants to the procedures for evacuation or taking shelter. All fire alarms require immediate exit by all building occupants.

Clermont College Library has a fire safety holding area on the second floor, located on the landing of the back stairwell. If a fire alarm sounds, the elevators cannot be used as an exit. Instead a staff member will

direct any person unable to climb down the steps to the fire-safety area. Staff will then notify Public Safety of that person’s location.

**Firearms**
University Rules prohibit the possession of firearms, explosives, and weapons on campus except for law enforcement and authorized educational usage. Prior approval from the Department of Public Safety is required before bringing any of these items onto campus. Please note that the Ohio concealed carry law does not permit the carrying of concealed weapons on a state university. See [UC Public Safety](#) for additional information.

**Food and Drink**
Food and beverages are permitted in Clermont College Library, within reason. Pizza delivery and other food deliveries are prohibited. Contact the circulation desk staff for assistance immediately if you spill a beverage.

**Library Materials, Equipment, and Facilities**
Misuse of library materials, equipment, and facilities is prohibited. In the event of misuse, UC Public Safety will be notified. Examples of prohibited actions include:

- Destruction, mutilation, or defacement of any library materials
- Damaging of hardware or equipment
- Tampering with software or changing equipment settings
- Defacing walls
- Misuse of furniture in the facility

**Literature Distribution and Posting/Advertising**
Public bulletin boards are located throughout campus for posting. Questions about posting materials in the libraries should be referred to the Library Director.

**Phones**
The library phone is not available for public use. Cell phones and pagers should be set to silent or vibrate when in the library in consideration of other library users. Patrons talking on a cell phone may be asked to leave the library where the conversation would be less distracting to others.

**Quiet Study**
The library’s 2\(^{\text{nd}}\) floor is the only quiet study space available to students on campus. In order to foster an academic learning environment, the following rules will be strictly enforced on the 2\(^{\text{nd}}\) floor:

- No cell phone conversations
- No children

- Group study and conversation should be limited to study rooms

**Smoking**
See Smoking Regulations in the University Rules on Conduct and Ethics 3361:10-17-06. Smoking of any kind is not permitted inside the library, including the use of electronic cigarettes.

**Soliciting**
Soliciting or accosting patrons or staff for any purpose is prohibited.

**Study Rooms**
2nd floor study rooms are available on a first-come, first-served basis. Study rooms cannot be reserved. Group Study Room A and Group Study Room H are meant for group study and require a minimum of two occupants.

Faculty and staff who require conference or meeting space are encouraged to reserve rooms via the Academic Evaluator-Room Scheduler in Academic Affairs.

**Theft**
Removing or attempting to remove library materials or property without following standard check-out procedures or other authorization is prohibited. If this occurs, library staff will notify UC Public Safety. A UC ID or a photo ID may be requested to verify age, student status, or if attempting to leave with library materials that have not been properly checked out.