

Title : EAC Alumni Library Use Policy
Number :
Approved :
Reference :

6300.01
06/11/2018

The Eastern Arizona College Alumni Library seeks to serve the needs of the faculty, students and staff of the college and the needs of the adult community within Graham County in the general fields of educational, cultural, and quality recreational material. Use of the Library is a privilege and to that end, the Library has adopted the following acceptable uses for Alumni Library, its Media Center, and its holdings.

Alumni Library Hours:

Alumni Library is open 7 days a week during the fall and spring semesters and Monday through Friday during the summer session. The library is closed on all College holidays and several weeks throughout the year between sessions. Please check the library's website under "News" for holiday closures.

Who can use EAC's Alumni Library?:

EAC's Alumni Library is open to:

- Current EAC students.
- Graham County residents (residents under 16 years require a parent or legal guardian).
- NAU and ASU students taking classes locally who are not Graham County residents.
- Students from the Gila Pueblo or Payson campuses.

Library Rules:

- An EAC Alumni Library card is required to check out physical items or a media center computer.
- Children shall remain with an adult at all times.
- Personal cell phones must be silenced before entering the building.
- Cell phone use is allowed in Alumni Library. We ask, however, that patrons be mindful of others in the area and keep their conversations polite and respectful. Patrons may be asked to continue loud, disruptive, or distracting phone calls in the library's lobby or outside of the building.

Food, Drink and Tobacco in the Library:

- Snacks and covered beverages are permitted in study rooms and the common areas of the library. Meals or messy, noisy, or strong-smelling foods are not permitted.
- Consumption of food while using media center computers is not allowed.
- Delivery of food to the library is not permitted.
- Unattended food and/or beverages are subject to being disposed of by staff.
- Clean up any spills right away—if additional assistance is needed, contact library staff at the Circulation desk.
- Properly dispose of all food and trash.
- In accordance with EAC policy 7050.00 Tobacco-Free Environment: the use of tobacco in any form including cigarettes, smokeless tobacco, e-cigarettes, etc. is strictly prohibited in the library.

Use of Computer Equipment, Programs Or Accounts: including access to Network Resources:

In accordance with EAC policy 2260.02, any EAC employee, student or guest shall not knowingly:

- Transmit, publish, display, retrieve, record, or store any information or material in violation of state or federal law. This includes, but is not limited to, actions that would be in violation of laws protecting copyrights, trademarks, or other intellectual property.



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- Transmit, publish, display, retrieve, record, or store any information or material that is obscene, profane, physically or sexually abusive, sexually explicit, or that describes or displays males or females in a state of undress or engaging in conduct that would be considered inappropriate for general public viewing or general viewing in the workplace. If an employee believes that an exception to this restriction is appropriate given the employee's particular research or job task, the employee shall request and receive written approval, in advance, from the employee's immediate supervisor for a specific exception from the application of this directive.
- Transmit, publish, display, retrieve, record or store information or material that reasonably could be construed to create a hostile or offensive work or educational environment for members of a particular sex, religion, race, or ethnic background. For example, sexually inappropriate screen savers or wallpaper that might create an offensive workplace for others are prohibited on EAC equipment.
- Engage in conduct reasonably likely to disrupt use of the Internet or Intranet or use of other EAC computer equipment or resources by others. This includes conduct known by the employee, student, or guest to be contrary to accepted and reasonable rules of network etiquette when accessing EAC computer systems. Measures will be taken to protect the quality of service to others.
- Use EAC computer equipment or resources for a commercial or political purpose distinct from the employee's specific job function at EAC, unless expressly authorized in writing by College President or other personnel designated by the College President.
- Engage in conduct reasonably likely to compromise any system security device or security program.
- Engage in conduct reasonably likely to harm or destroy data or software or to harm or destroy computer equipment. Introduction of a virus or other software that will maliciously interfere with the normal operation of the hardware or software is strictly prohibited.

