



J. M. Hodges Library Facilities Rules

The mission of the WCJC Libraries is to provide a variety of services which support and expand the instructional programs of the institution.

General rules and procedures for the use of the **Library Sympodium Classroom**, the **Open Computer Lab**, and the **Study Rooms** have been developed in accordance with this mission and are hereby established. Responsibility for implementing the general rules rests with the Library Director and with the Library staff in charge of the circulation desk. The Vice-President of Instruction retains authority for enforcing these rules.

General Rules

Library Sympodium Classroom

1. Library orientations and activities are given first priority when scheduling the classroom. Academic divisions or faculty members also reserve the right to use this room for meetings or instructional programs if no other accommodation is available.
2. In order to encourage the most equitable use of the Library Sympodium Classroom, reservations of the classroom from other college support units will be accepted in the order received.
3. Reservations can be made in person, through email, by fax, or by calling the library front desk at x6509 one week prior to the meeting or program. The online request form is also available at http://old.wcjc.edu/library_n/ClassroomReservationForm.asp At least 24 hours advance notice is required to postpone or cancel a reservation. The reservation may be rescheduled based upon availability.

4. Classroom reservations for the morning hours until 3 p.m. can be made up to two weeks in advance. Reservations for times after 3 p.m. can be made at any time.
5. Multiple reservations of the classroom over a longer period of time (e.g. a month or a semester) will be taken upon approval of the Library Director with the consent of Vice-President of Instruction.
6. The classroom may be used when available during regular library hours. Evening meetings or classes must conclude 15 minutes prior to regular library closing time, and the room must be vacated by closing time.
7. The faculty or staff member using the classroom will be responsible for the maintenance of the facility. The person must:
 - Be responsible for the group's compliance with library rules (e.g. [Food and Drink Policy](#)) and protection of library property.
 - Not connect additional equipment or laptop computers to the Symposium unit. Do not connect or disconnect any cables to this unit as well.
 - Notify the library staff when the classroom has been cleared.
 - Assure that the room is left in good order (**log off PC; turn off data projector, etc.**).

Open Computer Lab

1. All PCs are open for students, faculty and staff to use.
2. The lab cannot be reserved for any instructional programs or classes.
3. Charge for printing is \$0.10 per black/white copy and \$0.50 per color copy.

Study Rooms

Please review the following section on **“Library Study Room Terms of Use”**

WCJC – Wharton Campus Library Study Room Terms of Use

(August, 2017)

The study room terms of use have been formed to ensure fair use of the four study rooms in the Open Computer Lab of the J.M. Hodges Library Wharton campus.

The study rooms are available for use by the WCJC students and employees (faculty and staff groups) engaged in learning and professional activities.

Study Room Reservation

Book the room online	Sign up the room on-site
<ul style="list-style-type: none"> ● A study room can only be reserved for one time use. The reservation for a long-term use is not allowed. ● Limit of one (1) reservation per group. 	<ul style="list-style-type: none"> ● Study rooms are available on a first come, first served unless an online reservation has been submitted. ● A study room can only be reserved for one time use. The reservation for a long-term use is not allowed. ● Limit of one (1) reservation per group.
<ul style="list-style-type: none"> ● Students are required to have a student ID card to reserve the study room. ● The online reservation form also asks for the Banner IDs for WCJC employee. 	<ul style="list-style-type: none"> ● Students are required to have a student ID card to reserve the study room. ● All students if in a study group all must have a current student ID card to sign in. ● The Banner ID is not required for WCJC employee to sign up the study room in person.
Study rooms are reserved in 2 hour blocks; if there is no one waiting for a room, the patron may request for more time on-site. Time renewal does not apply during the busiest times: mid-terms, finals, etc.	Study rooms can be reserved for 2 hours; if there is no one waiting for a room, patrons may request additional time. Time renewal does not apply during the busiest times: mid-terms, finals, etc.
A scheduled reservation will be cancelled after 15 minute grace period of waiting time as to accommodate another patron utilizing the study room.	A scheduled reservation will be cancelled after 15 minute grace period of waiting time as to accommodate another patron utilizing the study room.
The library staff will not release the occupant's information in the study room in order to respect patron privacy.	The library staff will not release the occupant's information in the study room in order to respect patron privacy.

Rules

- The rooms are not sound proof; please keep the door closed and keep voices on a moderate level to avoid disturbing others.
- Please do not move furniture into or out of the study rooms.
- Windows in the study rooms may not be covered at any time.
- Food is not allowed.
- Only bottled containers and cups with screw top lids are allowed.
- Keep drinks away from electronic equipment.
- Notify the Computer Lab Services Desk of any spills and dirty areas.
- All study rooms have a white board. Please check out the kits with dry erase markers and an eraser from the computer lab services desk. Be sure to keep caps on markers when not in use. Do not use your own markers.
- If white board is used, please erase all markings on the white board and return the checked out kits to the Computer Lab Services Desk.
- Please be considerate and clear the room when your time is up.
- Study rooms must be cleared 15 minutes before the library closes.

Policies

- The Library is not responsible for personal articles left unattended in the study rooms. The Library is not responsible for theft or damage to personal property.
- Study room privileges may be denied if the above rules are not followed.
- Excessive noise and/or disruptive behavior will affect your study room privileges (i.e. suspension of study room use).
- Abuse of room equipment will result in the loss of room privileges.
- Patron(s) using a study room are responsible for maintenance of order.
- Patrons are responsible for complying with the library facility rules and policies, and protection of library property and ensuring that the room is left in good order.