

## User Policy for Sacramento City College LRC

The Sacramento City College Learning Resource Center (LRC) exists to support the academic goals, cultural pursuits and personal development of students, faculty and staff. Additionally, in keeping with the community college philosophy, the LRC is committed to serving, as much as possible within the constraints of its primary mission, the neighboring community.

The LRC consists of several departments, including Instructional Media/Academic Computing located on the first floor of the LRC building and in Business Building, room B-153 (which are available solely to Los Rios students); Learning Skills & Tutoring Center also located on the first floor; and the Library, which is located on the second and third floors of the LRC building.

This user policy has been created to further the mission of the LRC and ensure that the resources of the LRC are freely accessible to all of our patrons.

### Computer Use Policy:

The computers located on the second floor of the LRC are provided for Internet research only. They do not have any other programs installed. The computers in Instructional Media and B-153 provide access to word processing and other application programs.

The primary purpose of Internet access in the LRC is to provide information resources to support and enhance student academic success. Use of the computers in the LRC is a privilege, not a right. It is the LRC's objective to maintain an atmosphere conducive to constructive learning, academic freedom and proper asset management. In order to meet this objective, each user is responsible for use of the electronic resources in an effective, efficient, ethical and lawful manner.

### Who May Use?

The computers on the first floor of the LRC (LR 144) and in the Business Building (B 153) are available to SCC students for academic purposes only. Each student needs to be enrolled in HS 1000: Supervised Tutoring. To use the computers, each student must check in and out at the main counter and specify which class he or she will be working on.

The computers on the second floor are available on a first-come, first-serve basis to SCC students, faculty, staff and community users. **Priority will be given to SCC students, faculty and staff engaged in research or academic activities.**

The four computers on the third floor are provided for students to access the library catalog (LOIS) only. There is no Internet access on these computers.

### Internet and its Contents

As a worldwide network of computer networks, the Internet is a vast, diverse global information reservoir with millions of interconnected computers and tens of millions of participants. There is no central control over Internet content; anyone can say or post anything. Users are

responsible for verifying the accuracy, currency, reliability and validity of information found on the Internet.

NOTE: The LRC supports academic freedom and does not censor access to materials nor protect patrons from information they may find offensive or inaccurate.

#### Acceptable/Ethical Use

- ◆ Academic Research using electronic databases provided by the library or Internet resources.
- ◆ Course-related e-mail.
- ◆ Use of web-based course materials such as Blackboard or other distance education software.
- ◆ Use of any software applications loaded by SCC staff.

Unacceptable/Unethical Use (Adapted from Los Rios Statement of Ethics R-7831  
[www.losrios.edu/legal/Regulations/R-7000/R-7831.htm](http://www.losrios.edu/legal/Regulations/R-7000/R-7831.htm))

- § Displaying sexually explicit or harassing material (Sec. 1.8.1 and 1.8.18);
- § Transmitting unsolicited material which contains profane language or panders to bigotry, sexism or other forms of discrimination (Sec 1.8.2);
- § Using the computers for work done on behalf of a commercial firm or for direct, personal gain (Sec. 1.3, 1.8.12);
- § Downloading unauthorized software (Sec. 1.4 and 1.8.4);
- § Unplugging or reconfiguring computer equipment (Sec. 1.8.15).

#### Enforcement

Unacceptable/Unethical use of the computers will be met with a warning and reminder of the acceptable policy. If the unacceptable use continues, then the user will lose computer privileges for the remainder of the day and their name may be forwarded to the Student Disciplinary Office. The staff reserves the right to summon Campus Police if the patron(s) exhibit disruptive behavior as outlined in this policy.

**Note: The LRC staff reserves the right to terminate a computer session at any time.**

#### Supervision of Children/Unattended Children:

The Sacramento City College Library/Learning Resource Center (LRC) is freely open to college students, faculty staff and the community at large. Its mission is to provide resources to support the educational needs of the students. As such, the LRC provides unfiltered Internet access and some resources and materials that are not appropriate for children. Parents or guardians of minor children must assume responsibility for their children's use of the Internet and inform them about information they should not access. Parents or guardians must also assume responsibility for their children's behavior. If that behavior is disruptive or distracting to others, they may be asked to leave.

In addition, there is no area specifically designed for children's use. Unattended children in the LRC are vulnerable and the staff cannot ensure their safety and security. Therefore, the LRC is an inappropriate place for unsupervised or unattended children. Children 12 and under, who are not students at Sacramento City College, must be under the direct supervision of a parent or guardian. Children between the ages of 13 and 18 who are not students at Sacramento City College are considered community users and must abide by stated policies.

The Learning Resources Division cannot assume responsibility for visiting children who are in the LRC without adult supervision. This applies to children of students, employees and community members. The LRC staff may contact Campus Police if a child is left unattended in the LRC.

### LRC Behavior Policies:

Third Floor: This floor of the LRC is for silent, individual study. There is no talking.

Cell Phones: In consideration of others, patrons are asked to turn their cell phones off when they move beyond the first floor lobby.

Games and Chat: The computers are provided for research and other Los Rios academic purposes. Playing games and chatting are not allowed on the computers in LR-144 or B-153. Patrons playing games or chatting may be asked to vacate their computer.

Food and Drink are not allowed in the LRC (with the exception of water bottles). Water bottles must be kept away from equipment (computers, keyboards, etc.) and other library materials (books, magazines, media, etc.) at all times.

Inappropriate behavior: The LRC staff reserves the right to speak to patrons whose behavior is disruptive, distracting to others, or otherwise inappropriate. Examples of inappropriate behavior include but are not limited to:

- Smoking or using tobacco products;
- Use or possession of alcohol or controlled substances;
- Using abusive, loud, or obscene language in the LRC;
- Obstruction or disruption that hinders use of the LRC;
- Throwing books or other objects;
- Harassing, bullying or threatening LRC users or staff;
- Assault (verbal, physical, sexual);
- Removing or attempting to remove library materials or property without checking them out or without authorization;
- Mutilating library materials by marking, underlining, removing pages, removing binding, removing electronic theft devices or in any way injuring or defacing materials;
- Using items from service desks without permission;
- Improperly using equipment in the LRC, for example, computers, copiers, etc.
- Concealing library materials in the library for exclusive use of an individual or group;
- Vandalism of LRC property;
- Theft of another person's property;
- Voyeurism or exhibitionism;
- Sexual behavior;
- Engaging in any illegal activities;

- Using radios, audio players, or other personal listening equipment at a level that can be heard by others.

**Note: Patrons who do not comply with LRC policy or fail to cooperate with LRC staff may be asked to leave the premises. The staff reserves the right to summon Campus Police if the patron(s) exhibit disruptive behavior as outlined in this policy.**