

McCarthy Library (LLRC) Code of Conduct



Napa Valley College Library and Learning Resource Center (LLRC) buildings and facilities, including common areas, are for the use of NVC students, faculty and staff, and individuals or groups associated with or invited by the College. The public may use the LLRC as long as the activity does not interfere with educational activities. The McCarthy Library strives to provide a professional environment in which students can study, seek, and create information or explore new knowledge sources in a comfortable and conducive setting.

Failure to follow these standards or comply with requests by library staff may result in removal from the library and a loss of library privileges.

1. **Conduct:** Treat fellow students and library staff with respect and consideration. Adhere to the following basic guidelines and remind other students of them when necessary.
2. **Cell phones:** keep phones on silent or vibrate. Go outside the building to make or receive calls. Text messaging is permissible.
3. **Noise:** Be considerate of others. Talk quietly enough to avoid bothering those around you. Keep music on earphones at a level that others cannot hear.
4. **Food and drink:** are prohibited at all times in the library and throughout the LLRC.
5. **Trash:** Place recyclables in blue recycling receptacles and non-recyclables in trash.
6. **Respect the library:** If you move furniture, please put it back. Do not damage library materials or furnishings.
7. **Play it safe:** Keep valuables and backpacks under your watchful eye at all times.
8. **Library Computers:** Priority will be given to NVC students, faculty, and staff engaged in research or academic activities. Online gaming is not permitted on any computer in the library. Viewing of pornography is prohibited.
9. **Group Study Rooms:** There are no room reservations. When using a room, you must observe the posted guidelines. Rooms are available for two or more students only. Please keep voices down as the walls are not sound-proof.
10. **Socializing/Games:** The library is a study space. No board games, gambling, card playing or other games.
11. **Respect other library users:** Help create a positive atmosphere in the library with your online activity and behavior.
12. **Children:** No unsupervised children under 12 years of age.