



Purpose

To provide policy regarding the College Library's policies and guidelines on the use of spaces within the facility proper.

General Policy

The College Library provides a number of spaces for its patrons to utilize. Patrons are expected to behave in a manner conducive to an adult academic learning environment while using the various library spaces. Patrons are asked to consider the following when using various library spaces:

- Snacks and covered beverages are permitted in most areas.
- Full meals or otherwise messy, noisy, or strong-smelling foods are not permitted.
- Only covered beverages are permitted in the book stacks and near College-funded technology.
- All food, trash, and recycling should be properly disposed of before leaving the Library space being used.
- Children under the age of 18 who are not enrolled in a current College-affiliated program are not permitted to use Library computers or to sit at computer work stations.

GROUP STUDY ROOMS

Group study rooms may be reserved and used by College students, faculty, and staff only; however, College students engaged in academic endeavors will have priority over other reservations.

- The rooms are designated for group collaboration, not individual study. While individuals may use a room if it is not then scheduled for use, it must be surrendered to a group if so needed.
- The white board in each room may be used but should be erased before vacating the room. Markers and erasers are provided at the circulation desk with a JCC ID.
- VGA or HDMI cables are available for checkout at the circulation desk with a JCC ID.
- All group study rooms must be reserved. Reservations must be made through the Library website which will provide a confirmation e-mail of the booking.

- Once a group with a study room reservation has arrived, each member of the group must provide a student ID to before gaining access from the Library staff to the room.
- An individual user may reserve a study room for up to 90 minutes. Time may be extended if other students are not waiting for use of the room.

DONNIE E. AND LINDA V. LASSITER NORTH CAROLINA ARCHIVES AND LOCAL HISTORY ROOM (E102)

- The room may be used for individual quiet study, small group meetings, and group study overflow.
- The room may be reserved to ensure there are no scheduling conflicts; reservations are made through the Library website. This room is denoted as a “Library Meeting Room” on the reservations interface.
- Groups using the space should notify the Library staff of recording or other projects taking place which should not be interrupted.

WALLACE ASHLEY III LISTENING AND VIEWING ROOM (E103)

- The room may be used for small group meetings and group study overflow.
- The room may be reserved to ensure there are no scheduling conflicts; reservations are made through the Library website. This room is denoted as a “Library Meeting Room” on the reservations interface.
- Complimentary earbuds are available upon presentation of a valid ID.

ANNE SANDERSON OGBURN CHILDREN’S AREA (E107)

The Anne Sanderson Cullman Ogburn Children’s Area provides children’s resources to facilitate lifelong learning through libraries. For the safety of minors and the comfort of all patrons, Johnston Community College Library maintains the following policies:

- All minors under the age of 18 who are not enrolled in a current College-affiliated program must be accompanied by a legal adult at all times while using the Library. Minors are not permitted to use the Library computers or to sit at the computer work stations in the Library or the Academic Skills Center.

- Minors must conduct themselves in an appropriate manner for a college setting. Running, roughhousing, screaming, inappropriate use of the furniture or Library resources, damaging, and/or dangerous behavior **will not be tolerated**.
- No Library staff member is authorized to accept responsibility for the supervision or care for any minor left alone or unattended in the Library or Academic Skills Center at any time, including at Library events and programs.
- Individuals on the sex offender registry are not permitted to enter the Children's Room.
- The space can be used for workshops and meetings. These must be arranged with Library staff to avoid scheduling conflicts.

E. STREET JONES, JR., BUSINESS CENTER (E106)

The E. Street Jones, Jr., Business Center is an open work area for Library patrons.

- A coin-operated copy machine is located within the area. Copies are made in black and white only and cost \$0.05 per page (one side).
- A scanner is also located within the area. Scanned documents must be saved to a flash drive or emailed. Community patrons are charged \$1.00 per page for scanning.

LIBRARY COMPUTER LAB (E105)

The Library Computer Lab Classroom is a space for group instruction, training sessions, and other such activities.

- Priority use of the space will lie with library instruction sessions and programs and with the Academic Skills Center programs and services.
- Faculty and staff may reserve the space through 25 Live.