Library & Learning Resources
Community Agreement

Library & Learning Resources Policy

This community agreement pertains to the entire Library & Learning Resources and has been developed in partnership with ASO (Associated Student Organization).

Community Norms

In the Library & Learning Resources, members of the ECC community can expect to feel welcomed and undisturbed. If something is impeding your use of our space, please ask your library staff for support. To align with ECC campus policy (BP/AP 5500), ECC staff's directions should be followed at all times. The policies below detail how the ECC community can keep the Library & Learning Resources comfortable, clean, and respectful of everyone.

Food & Beverages

"If it is neat, you can eat."

- Covered beverages and small, contained snacks and sandwiches are permitted throughout the library **except** when using a computer, for example:
    - In the Roney Technology Center Computer Lab (formerly LMTC)
    - In the Study Center
    - In the Tutoring Center (formerly Learning Resources Center)
    - In the Reference Room
    - In the Music Commons (formerly Music Library)
- Open plates of food are permitted in the **Collaboration Room** or on the **Patio** (which can be accessed from within the Collaboration Room).

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- **All areas should be left as clean as, or cleaner than**, they were before use to maintain a sanitary study environment for all ECC students. Trash should be placed in the appropriate containers, and spills should be wiped up. If you spill and need paper towel, please see a staff member and they will provide you with some.
- To have food in DE 166 at an event, please seek permission from the Library and Learning Resources Division Office.

Noise

Noise levels should always be at a respectful volume that is considerate of others throughout the entire building because of the various study needs of ECC students. Your noise level should match the area you are occupying.

- **Headphones should be used** when listening to any audio, and at a volume only audible to yourself while not disturbing others.
- In **Group study** areas, quiet conversation is permitted. Group study areas include the Collaboration Room, the Study Center, the Music Commons, and the Tutoring Center.
- **Quiet areas** include the Reference Room, the West Reading Room, the upstairs Quiet Commons, and the Roney Technology Center Computer Lab.

Smoking and Vaping

Smoking and vaping **are prohibited** in the library and on campus.

Use of Library Public Spaces

Schauerman Library has non-classroom public spaces that are occasionally utilized for library events. To utilize these spaces please reach out to the Library and Learning Resources Division Office, library@elcamino.edu.

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Permission to Film/Photograph in Library Facilities

For all photo and film shoots (i.e. student projects), specific permission from [Library Administration](#) is required in advance in order to protect students' privacy. If library staff have not been notified, you will be asked to provide evidence of permission to photograph or film. is required in advance.

Digital Sign Guidelines

The purpose of the digital signs is to promote the Library & Learning Resources' services, collections, priorities, and activities and El Camino College activities to the El Camino community. If you would like to request a slide to be displayed, contact library@elcamino.edu. The Library reserves the right to not post signs based on messaging priorities, subject matter, format, design quality, time constraints, or other reasons. Please give us as much advance notice as possible.

Approved 3/17/21
LLR Division Council

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