

Academic Resource Center

Rules

1. **Be Kind and Respectful:** Please treat others with kindness and consideration.
2. **Food & Drink:** You're welcome to eat and drink—just be sure to clean up after yourself.
3. **Media Use:** All audio and video must be played using headphones.
4. **Phone Etiquette:** Keep phones on silent and take calls in a private area.
5. **Checking Out Materials:** Please use the self-checkout to borrow items from the library or Public Library collection.
6. **Loan Periods:** Materials should be returned within 2 weeks. Need more time? Email the librarian or renew your items online.
7. **Archival Room Access:** The Archival Room is available by appointment only. Please contact the ARC Coordinator to schedule.
8. **Printing Guidelines:**
 - a. PowerPoint presentations must be printed with 9 slides per page or use the outline format.
 - b. Report any printer jams or issues to the librarian or front desk staff.
9. **Course Study Books:** These are for emergency use only. You are still required to purchase your own textbooks for classes.

Policy Enforcement

Failure to follow the rules of the Academic Resource Center will result in a warning. If the behavior continues, you may be asked to leave the center for the remainder of the day.