

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6200 Curriculum Services and Support	
Title: IP 6220 Library Services	Page 1 of 3
Associated Policies: GAP 1205 Code of Ethics; SP 2610 Student Code of Conduct; SP 2620 Disciplinary Proceedings; ITP 8100 Acceptable Use; IP 6710 Faculty Rights and Responsibilities; IP 6112 Academic Freedom	
Associated Regulations: IR 6221 Library Operations; IR 6222 Library Circulation Privileges; IR 6223 Library Collection Development; SR 2610 Student Code of Conduct; SR 2620 Disciplinary Proceedings; ITR 8100 Acceptable Use	
References: American Library Association (ALA) "Professional Ethics," "Freedom to Read Statement," "Freedom to View Statement," and the "Library Bill of Rights" located on ALA website	
Supersedes: Library Handbook	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 03-20-2024	Last Revision:

Three Rivers College is committed to providing appropriate, high quality library services and materials in support of the learning environment. Therefore, in keeping with the College mission, the purpose of the Rutland Library is to support the academic, informational, and select recreational needs of Three Rivers College’s faculty, staff, and students by providing reliable, diverse, and innovative resources in a safe, comfortable, state-of-the-art environment. The library strives to encourage lifelong learning habits in all its patrons.

Three Rivers College Library Patrons

A library patron is a person that utilizes the Three Rivers College libraries and their services and are classified as follows:

- **Student:** full-time or part-time currently enrolled student of the College. A former student (Alumni) is considered a Community Member.
- **Faculty and Staff:** full-time or part-time currently employed Staff, Faculty or Adjunct Faculty.
- **Community Member:** a member of the public residing within the College service area or Alumni of the College. Community members must complete a Rutland Library User Application, be over the age of 18, and can **only** utilize the TRC Rutland Library located on the Poplar Bluff Campus.
- **Board of Trustees Member:** a current or former member of the Board of Trustees of the College.

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Patron Behavior

Use of the library is consistent with GAP 1205 Code of Ethics and SP 2610/SR 2610 Student Code of Conduct. Patrons are responsible for their behavior and are expected to comply with campus rules and regulations, to use good judgment, common sense, and be considerate of others. Any individual violating this code or college policies may be denied use of the Library or its services. Further actions involving students will follow SP 2620/SR 2620 Disciplinary Proceedings.

- Disruptive behavior is not allowed, (e.g. abusive language or aggressive action directed to personnel or other library patrons).
- Noise, including conversations and phone calls, should be kept to a reasonable level in all areas.
- Do not leave behind wrappers, packaging, cups, lids, crumbs or any evidence of food or beverage.
- Children (under the age of 16 and not enrolled in classes) may not be left unattended.
- Drugs and alcohol are not permitted.
- Computers and electronic resources are intended for academic related activities:
 - Use is limited to legal activities.
 - No viewing of pornography.
 - Computer users are not allowed to install programs or alter system configurations, defaults, system settings, system files, program files, data files, desktop configuration or colors. See ITP 8100/ITR 8100 Acceptable Use.

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DOCUMENT HISTORY:

03-20-2024: Initial approval of policy.