



## Policy

Title:	Use of the Learning Resource Center
Effective Date:	Reviewed May 1, 2021
Approved By:	President's Counsel
Responsible Party:	Director, Learning Resource Center
History:	11/6/2017
Related Documents:	

### I. PURPOSE

The Salus University Learning Resource Center (LRC) seeks to provide all patrons with a welcoming, comfortable, and safe environment that promotes free intellectual exploration, research, and learning. The LRC offers well-managed diverse collections of resources that support the University's academic curriculums and a knowledgeable and helpful staff. The LRC's primary mission is to serve Salus University students, faculty, staff, and alumni. Members of the University community are welcome to use the facilities and check out materials in accordance to our *Circulation Policy*.

### II. DEFINITION

#### **Technology**

All computers, printers, and photocopiers in the Learning Resource Center are for use by Salus University students, faculty, and staff (who hold a current, valid Security issued ID card).

#### **Testing and Group Study Rooms**

The Learning Resource Center's Group Study and Testing Rooms are for use by Salus University students **only**. Students are permitted to use them in accordance with the *Testing and Group Study Room Policy*.

#### **Alumni Access**

If you are a Salus University alumni, and would like to visit the Learning Resource Center, please contact the Office of Institutional Advancement at (215) 780-1393 prior to your visit so access arrangements can be made.

#### **Students of Area Universities**

Students with a current, valid, photograph University ID from any area institution of higher education are permitted to use the Learning Resource Center as a place for quiet study.

#### **Minors**

Children are welcome to accompany parents who adhere to the proper procedure for visitors to the Learning Resource Center, but children under 16 years of age must be supervised by their parents at all times.

### III. POLICY

The Salus University LRC prioritizes certain services, resources, and space to the University community and affiliated researchers. In particular, LRC computers are limited in number, and often in high demand. Therefore, priority use of LRC computers is reserved for students, faculty, and staff engaged in education-related activities.

All LRC patrons are expected to comply with these LRC use policies. Failure to comply with these policies may be Grounds for removal from the LRC on a temporary or permanent basis.

In addition to generally applicable Salus University policies and regulations regarding the use of University facilities and property as stated in the *Student Handbook*, the following specific LRC use and conduct policies apply:

- LRC patrons are expected to respect the rights of other patrons to use LRC and facilities in a quiet, clean, and peaceful atmosphere.
- LRC patrons are expected to respect and care for all LRC materials, equipment, and property and may not remove such items from the LRC without proper checkout or authorization.
- LRC patrons must not engage in disruptive activity or other behavior that interferes with the normal use and operation of the Center. Such behavior includes but is not limited to: verbal abuse, intimidation, or harassment.
- LRC patrons must not maliciously access, alter, damage, or destroy any LRC computer.
- LRC patrons must respect a staff member's request to relinquish a computer or other equipment for use by another patron.
- Children under the age of 16 must be supervised by a parent or other responsible adult while in the LRC.
- LRC patrons are responsible for their personal property at all times, and should never leave personal property unattended, as stated in the Salus University Student Handbook. The LRC is not responsible for any loss or damage to personal property.
- In order to provide an optimum environment for using the LRC, users should conduct cell phone conversations away from study and public areas and turn off ringers while in the LRC.
- Food and drinks, within reason, are permitted in the LRC. However, LRC patrons are expected to be considerate of others and to avoid messy, smelly, or noisy food items. Aluminum cans and waste paper should be recycled in the proper receptacles. All other trash is to be disposed of properly.
- LRC patrons are expected to comply with the University's *Technology Use Policy*.
- During times of very high use by Salus University students, visitor service and access may be limited or unavailable.

The Copyright Law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction in excess of "fair use", that user may be liable for copyright infringement. The Learning Resource Center reserves the rights to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of

Copyright Law.

Use of the LRC at Salus University is a privilege, not a right.

#### IV. PROCEDURE

##### **Salus University Students, Faculty, and Staff**

May access the Learning Resource Center.

##### **Visitors**

Non-affiliated vendors, visitors, prospective students, or parents, may utilize the University LRC when such usage does not interfere with usage by University students, faculty, or staff. Visitors will be required to sign in with Security at the front desk in the lobby area. Visitors must be prepared to show a current, valid government or school photo ID that contains an expiration date.

Requests for continued use of the Learning Resource Center facilities or services are only extended to current Salus University students, staff, faculty, or students of area Universities with valid ID.

Technical assistance is only provided to students, faculty, and staff of Salus University.

ID(s) will be held by Security for the duration of the visit, a photocopy will be made, and will be returned upon the visitor signing back out at the front desk. Any information obtained from the ID will be used only for security purposes. Upon presentation of valid photo ID, a visitor pass will be issued. Visitor badge must be displayed on your person for the entire duration of visit.