



University Center of Lake County Library Services and Policies

The University Center Library supports the academic study and research of students and faculty affiliated with member institutions and currently participating in programs offered at The Center. The Library seeks to provide access to information resources for current and anticipated instructional and research needs of its community. The Library cooperates with member institution libraries to coordinate and guide collection management, service programs, and instructional resources to provide effective and efficient information access for our shared communities.

ACCESS TO THE LIBRARY

The University Center Library facilities and services are available to registered students and teaching faculty for programs offered by member institutions through the University Center of Lake County.

Members of the general public may request access to the Library facilities for specific research needs. The Library reserves the right to limit access and services provided to users who are not affiliated with the University Center.

CHILDREN IN THE LIBRARY

Child under the age of sixteen years must be accompanied at all times and supervised by a parent or other responsible adult. Unaccompanied children will be reported to facility management and may be referred to CLC Campus Security if reasonable attempts to locate a parent or guardian have been unsuccessful.

COMPUTER AND INTERNET USE

Please see the document "Acceptable use of computer resources at the University Center of Lake County."

When University Center owned computer workstations are in high demand, University Center staff reserve the right to impose time limitations on computer use.

CIRCULATION

The majority of books, articles, and multimedia information resources available to University Center affiliated students and faculty are provided through the collections of their program institution's library.

The Library maintains a small collection of print, electronic and multimedia resources to support basic reference activities. Where resources are especially pertinent to a program offered at The Center and the institution's library cannot supply reasonable access, the Library will attempt to provide that access.



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Reference materials may be used in the Library. Faculty may be permitted to borrow reference materials for 48 hours, provided that the item is not being actively used by students or other faculty.

Circulating materials may be checked out from the Library for three weeks. Materials may be renewed once, provided that another student or faculty member has not requested the material. Material may be recalled after a user has had it for ten days or longer.

At this time, the Library does not charge overdue fines. Materials which are lost or more than 60 days overdue will be assessed a Lost Fee of \$20 plus the replacement cost.

FOOD AND BEVERAGES

Non-alcoholic beverages are permitted in the Library if they are in containers with secure lids or caps.

Snack items such as pretzels, chips, crackers, etc. may be eaten in the Library

Meal-type food items may not be eaten in the library (i.e. salads, burgers, pizza, microwave entrees, etc.).

Library staff reserve the right to require a user to take any food item outside the library if it is deemed too "messy" or "disruptive" to other users.

PERSONAL PROPERTY

Library and University Center staff are not responsible for the safety of any user's personal property.

The library does not have facilities to secure storage of personal items and will not take responsibility for any personal property.

POSTING OF MATERIALS AND SOLICITATION

Fliers and other announcements may not be posted anywhere in the Library without University Center Administration approval. Materials should be submitted at the student services reception desk for consideration to be posted in the University Center.

Posting any commercial advertising will not be approved.

NOISE, CELL PHONES, ELECTRONIC DEVICES AND OTHER DISRUPTIVE BEHAVIORS

Library users should not create excessive noise or use cell phones, radios, personal music players or other sound generating devices that could be disturbing to other users.

Cell phones should be used outside the Library facility.



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Any cords or accessories for an electronic device should not be positioned to create a tripping hazard to other users or staff.

Anyone who threatens, endangers or harasses another person on University Center property will be reported to campus Security or the Grayslake Police.

RESTRICTED FACILITIES

Library users may not use library staff telephones or computers.

House telephones are provided for general use near the classrooms.

A telephone is available at the first floor reception area for brief outbound calls.