

Subject: Use of Libraries

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1. Purpose

One of the most important challenges facing Tidewater Community College is to ensure both the availability and the effective use of learning resources in a safe, comfortable environment that promotes free intellectual exploration, research, and learning. This policy sets forth TCC’s position on the use of the college’s libraries and the standards for civility, safety, and acceptable behavior that all members of the TCC community and community patrons must observe.

2. Policy

TCC’s library computing resources shall not be used by TCC-affiliated patrons or community patrons to support any commercial venture or for personal financial gain.

TCC reserves the prerogative to set priorities for the use of its library services, resources, and facilities; to reserve services, resources, and facilities for the sole use of TCC-affiliated patrons; to establish standards of conduct in order to support its academic mission and maintain a safe, comfortable, and scholastic environment in the libraries; and to revoke the library privileges of any patron whose behavior is in

violation of the college's conduct guidelines, expectations for civility and safety, or acceptable use of information technology.

By virtue of its status as a shared facility that serves as both an academic and a public library, the TCC Library at Virginia Beach shall provide services seamlessly to both the College Community and the general public. To that end, a separate policy on use of the Virginia Beach library has been established and is delineated below.

2.1. Use of Library Services, Resources, and Facilities at the TCC Library at Virginia Beach

- 2.1.1. During peak periods, library spaces, equipment, and materials may be reserved for use as determined by the Library Management Team. Library resources shall be available equally to TCC-affiliated patrons and to authorized patrons of Virginia Beach Public Library.
- 2.1.2. Community patrons shall be permitted to use computers for a period of two hours per day.
- 2.1.3. Children under the age of twelve must be in the company of and under the immediate supervision of an adult while in the library. Other children under the age of sixteen who are well-behaved, not anxious or frightened by being left unattended, and involved in an appropriate activity may remain in the library.
- 2.1.4. Community Patrons shall present government-issued photo identification to library staff or campus security personnel if requested.
- 2.1.5. The provisions of sections 2.4, 2.5, and 2.6 below apply in the TCC Library at Virginia Beach.

2.2. Use of Library Services, Resources, and Facilities by TCC-affiliated patrons

This section of the policy applies to the college's library facilities at locations other than the Virginia Beach Campus.

- 2.2.1. TCC-affiliated patrons have first priority for library services, resources, and facilities in order to support their instruction, research, and study needs. TCC-affiliated patrons are expected to carry a current TCC identification card or a current identification card issued by their consortium institution and to present the card to library staff or campus security personnel if requested.
- 2.2.2. Priority use of library computers is reserved for TCC-affiliated patrons engaged in education-related activities. Library staff may request any library patron who is not using a computer for education-related activities to surrender the computer for use by a TCC-affiliated patron engaged in education-related activities.
- 2.2.3. Areas, tables, study carrels, materials, equipment, or services may be reserved for use only by TCC-affiliated patrons.

2.3. Use of Library Services, Resources, and Facilities by Community Patrons

This section of the policy applies to Community Patrons at the college's library facilities at locations other than the Virginia Beach Campus.

- 2.3.1. Members of the community with current government-issued photo identification are welcome to enter and use library services, resources, and facilities. Access to library services, resources, and facilities may require use of a TCC community patron library card. TCC may limit the number of Community Patrons in the library to ensure that adequate library services, resources, and facilities are available to TCC-affiliated patrons.
- 2.3.2. Community Patrons shall present government-issued photo identification to library staff or campus security personnel if requested.
- 2.3.3. Community Patron use of computers is limited to one hour per day.
- 2.3.4. Children age sixteen and younger who are not currently enrolled students must be in the company of and under the immediate supervision of an adult while in the library.

2.4. Expectations for Civility, Safety, and Conduct in the Library

- 2.4.1. All patrons must be respectful of others and observe the college's conduct guidelines, expectations for civility and safety, and policies for the acceptable use of information technology which are published in the TCC Student Handbook and posted on campuses.
- 2.4.2. Halls and walkways must be kept clear and accessible at all times. Only knapsacks or small tote bags for educational materials are permitted in the library. Unattended bags will be removed as a security precaution. TCC is not responsible for personal belongings left on library property, for lost or stolen personal property, or for unattended bags, even if the bags have been removed by TCC staff as a security precaution.
- 2.4.3. Additional guidelines to meet specific campus needs may be developed and posted in the library as necessary in order to maintain a scholastic atmosphere and provide a safe and comfortable environment for patrons.

2.5. Revocation of Library Privileges

- 2.5.1. TCC may revoke the library privileges of any patron whose behavior is in violation of the college's conduct guidelines, expectations for civility and safety, or policies for the acceptable use of information technology. After two warnings from staff and failure to cease any inappropriate behavior, the ranking library staff member shall revoke the patron's library privileges for the remainder of the day.
- 2.5.2. TCC may revoke the library privileges of any patron who refuses to present a TCC identification card or that of another consortium

institution, a Virginia Beach Public Library card, or a government-issued photo identification to library staff or campus security personnel if requested. After two requests from staff and failure to present appropriate identification, the ranking library staff member shall revoke the patron's library privileges for the remainder of the day.

- 2.5.3. The Associate Vice President for Libraries may revoke the library privileges of any patron for thirty days or more for repeated or escalating behavior that is in violation of the college's conduct guidelines, expectations for civility and safety, or policies for the acceptable use of information technology. A revocation of privileges for thirty days or more shall apply to all libraries. Longer periods of being banned can be instituted when the problem is particularly egregious, escalates in severity, or reoccurs despite prior warnings and shorter bans.

2.6. Appeal of Revocation of Library Privileges

- 2.6.1. A revocation of library privileges by the Associate Vice President for Libraries for thirty days or longer may be appealed to the Vice President for Academic Affairs and Chief Academic Officer. The appeal must be in writing and must be received by the Vice President within five business days after the decision of the Associate Vice President for Libraries.
- 2.6.2. The Vice President for Academic Affairs and Chief Academic Officer shall review any appeal of a revocation of the library privileges by the Associate Vice President for Libraries, reach a determination, and notify the patron of the decision within five business days of receipt of the appeal. The decision of the Vice President for Academic Affairs and Chief Academic Officer is final.

3. Responsibilities

- 3.1. The Vice President for Academic Affairs is responsible for developing and maintaining procedures that are consistent with this policy and comply with applicable policies and procedures of the Virginia Community College System.
- 3.2. The Associate Vice President for Libraries is responsible for establishing additional campus-specific guidelines and procedures as necessary to create and maintain a safe, comfortable, and scholastic environment in the libraries.
- 3.3. The Associate Vice President for Libraries is responsible for reviewing incident reports and responding to repeated or escalating behavior that is in violation of the college's conduct guidelines, expectations for civility and safety, or acceptable use of information technology.
- 3.4. The ranking staff member of each library is responsible for maintaining a safe, comfortable, and scholastic environment in the library.
- 3.5. Campus security personnel shall assist the library staff in maintaining a safe, comfortable, and scholastic environment in the library.

4. **Definitions**

Community Patrons: Virginia residents who are not TCC-affiliated patrons.

Government-Issued Photo Identification: a current photo ID card from a locality (i.e., city or county), state, or federal government agency. Examples include a current driver's license from any state, a Virginia Department of Motor Vehicles Adult ID Card, a current passport, a U.S. Resident Alien Card, or a current military photo ID. The following items are not acceptable forms of identification: credit cards, other school ID cards with no photo, bus passes, bills, receipts, mail, and other personal documents.

Library: campus spaces that provide research materials in both print and electronic format, computers, study areas, and services to support the courses, curricula, and mission of the college.

Library Materials: Any books, newspapers, magazines, journals, audiovisual materials such as video or sound recordings, or equipment provided by or through TCC's libraries.

Ranking Library Staff Member: the library director or coordinator or, in the absence of that person, the designated duty library manager or the senior librarian on duty.

TCC-affiliated patrons: Students who have been enrolled within the previous 135 days, faculty, staff, administrators, and consortium members.

5. **References**

[TCC Student Handbook - Code of Student Rights and Responsibilities](#)

[Policy 1301 Prevention of Campus and Workplace Violence](#)

[Library Policies and Services](#)

6. **Review Periodicity and Responsibility**

The Vice President for Academic Affairs and Chief Academic Officer shall review this policy annually and, if necessary, recommend revisions.

7. **Effective Date and Approval**

This policy is effective upon its approval by the College President on November 15, 2021.

Policy Approved:

Procedure Developed:

Dr. Marcia Conston

President

Dr. Michelle Woodhouse

Vice President for Academic Affairs
and Chief Academic Officer

8. Review and Revision History

The initial version of this policy was approved April 9, 2009.

- Revision 1

Revised to include language specific to the TCC Library at Virginia Beach which is operated as a shared-use facility with Virginia Beach Public Library and to acknowledge the change in responsibility for TCC's library operations to the Vice President for Student Learning and Chief Academic Officer from the Vice President for Information Systems.

Approved January 16, 2013 by President Edna Baehre-Kolovani.

- Revision 2

Revised to change "TCC Community" and "College Community" to "TCC-affiliated patrons" throughout for consistency with Policy 5301.

Revised to update job titles throughout to reflect current organizational structure.

Section 2.3.1 added requirement for TCC community patron library card to access some library resources, services, and facilities.

Moved appendices and procedures section to the library website

Section 4 updated definitions for community patrons and library materials, and added definition for TCC-affiliated patrons.

Section 5 added reference link to procedures and appendices on Library Policies and Services page.

Approved November 15, 2021 by President Marcia Conston.