Food and Drink Policy

No food is allowed in the library.

Drinks are permitted in covered containers only. Drinks are not allowed near the computer workstations or in the labs.

The designated eating areas are the Java City Lounge and the outside picnic area.

Staff members will ask patrons found with food to remove food from the library. If the patron does not comply, security will be called and the staff member will ask for the person's name/identification. Students will be reported to student affairs for possible judicial hearings.

Cell Phones/Pagers

Bell Library is aware of the importance of the ability to "stay in touch" with others in today's society. However, ringing cell phones and the ensuing conversations can be distracting and disturbing to others. Bell Library asks that patrons adhere to the following guidelines when the need to use their cell phones arises.

1. Upon entering the library, all cell phones and pagers must be set to silent or vibrate.
2. Please use a low voice when using a cell phone in one of the following areas:
   - Atrium area on the 1st floor
   - Java City

Please be considerate of fellow patrons and limit cell phone use to the areas listed above. The Library reserves the right to ask anyone to move to an area designated for cell phone use.

Computers

Censorship is not compatible with the goals of Texas A&M -- University Corpus Christi. However, some forms of expression are not protected by the First Amendment and may be subject to censorship by the University, including obscene material, child pornography, or other violations of the law. Public display of explicit or pornographic images may violate the University policies on sexual harassment.

If potentially offending material must be viewed for educational purposes, Bell Library staff reserve the right to ask a user to move to a machine, or an area, that is less visible to the public.

Displays

General Policy:

All University employees, including Library staff, who want to put up displays in the Library building must get approval from the Library Director first. For more information, contact the Library Administration Office at 825-2643.

Art Displays/Exhibits:

1. All Exhibits in the library must be scheduled through the Administration Office. All arrangements must also
be coordinated through the Administration Office.

2. Library wall space for exhibiting includes the west walls (near the elevators) located on the first floor and the west wall on the second floor (near the elevators).
3. Exhibitors are required to meet with the Library Administrative Assistant before the show goes up to discuss locations and exhibit rules.
4. The Exhibitors are responsible for the setting up and taking down of the art shows. Shows may be set up/taken down only during regular library operating hours. The Library Administrative office must be notified in advance of days/times for set-up and take-down.
5. Scheduling of glass exhibit cases must be done through Dr. Thomas Kreneck, Special Collections and Archives, ext. 2301. The Library Administration Office must be notified by the exhibitor when such arrangements have been made.
6. Permission may be obtained to have a reception table outside of the library located in the breezeway. Requests should be submitted in writing to the Library Administrative Office (Library Room 207).

Library Art Exhibit Rules:

1. Exhibit space is reserved on a first-come first-served basis.
2. Exact dates for show must be supplied at the time of scheduling.
3. Exhibitors must complete an Art Insurance Information Forms prior to exhibit set-up. Forms may be obtained in the Library Administrative Office (Library Room 207).

Library policies prohibit food in the library. Drinks in covered containers are permitted. Exhibit receptions held in the library must be scheduled at the time of exhibit scheduling and must follow the library's food/drink policy.

Java City

Java City is a coffee bar that is operated by University Food Services. Library users (faculty, staff and students) can consume food only in this area.

Minors in the Library

The Mary & Jeff Bell Library provides an environment for academic research in support of the academic programs offered by Texas A&M University - Corpus Christi. While we are a public facility, the library does not accept responsibility for unescorted or unsupervised children. Children under the age of 15 must be accompanied by a parent or guardian. Parents/guardians are responsible for the conduct of their children and must provide reasonable supervision. Any damages caused by unattended children will be charged to the parent/guardian.

Should an unescorted child be discovered, library staff will attempt to locate the parents. If a parent/guardian cannot be located, library staff will contact the University Police. Any library user who repeatedly leaves his or her children in the library will be subject to university disciplinary action.

Rooms

Conference Room (Room 208):

The Library Administrative Office is responsible for scheduling the Library Conference Room (LIB208).

- The Conference Room is reserved primarily for Library use.
- Faculty and staff groups may reserve the Conference Room for meetings if the room is not already reserved for a library function/meeting.
- The Conference Room is not available for regular class meetings.
- The Conference Room is not available for use by student organizations.
- The Library Director must approve any request for use of the Conference Room after 5:00 p.m.

Rules for Library Conference Room Use:

- Users are expected to maintain reasonable noise levels to ensure that study on the second floor is not
disrupted. Complaints regarding noise levels will be immediately reported to Conference Room user(s) by the Administrative Office.

- Failure to return noise to non-disruptive levels will result in refusal of future reservations.
- Users are expected to leave the Conference Room in the same state in which it was found. Users may rearrange furniture for the purposes of their meeting but must return the Conference Room to its original configuration at the close of the meeting. Users are responsible for cleaning and disposing of any trash items.
- Use of the Library Conference Room DOES NOT include access to the Library Staff Lounge.
- Use of the Library's multimedia equipment in Library Room 208 must be requested at time of scheduling.

Procedures for scheduling equipment usage:

- Individual Library staff members wanting to schedule the equipment will submit a Helpdesk request themselves.
- University staff and faculty members needing to schedule the equipment must contact the Library's Administrative Assistant at ext. 2643. The Administrative Assistant will then submit the Helpdesk request for that staff or faculty member.
- The following information needs to be included in the request:
  - Name & telephone # of contact person
  - Date & time of event

Group Study Rooms:

Group study rooms are available on the second floor of the library. The rooms are available on a first-come, first-served basis. The library does not reserve the rooms.

Group study has priority over individuals studying in these rooms. If a group needs a room in which an individual is studying, the individual will be asked to move to another location to give the room to the group.

Food and uncovered drinks are not allowed in the group study rooms.

Library Instruction Center (Room 109):

- The Library Instruction Center (LIB 109) is a computer lab that is used by librarians in the provision of Information Literacy instruction.
- Faculty may request information literacy instruction for their classes by contacting the Information Literacy Librarian at extension 5702, or by filling out the instruction request form on the Library's web site.
- When the Library Instruction Center is not being used for information literacy instruction, it is available to students as an open computer lab.
- The Library Instruction Center is not available as a general use classroom. This room is not available for regular class meetings or for special sessions that do not involve information literacy instruction by a member of the professional library staff.

Rules for the use of the Library Instruction Center:

- All users must have established university computer accounts in order to access the workstations.
- All users are expected to abide by university computer use and policies.
- Community users do not have access to computers in the Library Instruction Center.
- Students are required to observe library food and beverage policies. No food is permitted in the labs. Beverages in covered containers must be left in the designated area.
- Group work is encouraged; the Library Instruction Center is not a guaranteed quiet study area. Users are asked to remember they are in the library and to keep noise at levels that are not disruptive to fellow users.
- All requests for instruction must be processed through the Information Literacy Librarian.

Media Center Viewing Rooms:

Rooms 217 C-G house playback equipment for library media materials.

- Viewing rooms are provided in the Library Media Center for use by Texas A&M University-Corpus Christi students, faculty, and staff, for accessing the library's non-print collections.
- Viewing rooms are available on a walk-in basis. The Media Center does not routinely reserve rooms for use.
- The use of the Media Center viewing rooms is limited to those individuals or groups that must use the
equipment available in the rooms to access library materials.

- Media Center viewing rooms are only available as testing sites when testing involves use of media materials and the equipment required for accessing those materials. Media Center staff are not responsible for proctoring exams or for collecting exam materials from students.

**Quiet Study Room (Room 120):**

The Bell Library Quiet Room is located on the first floor behind the staircase. The Quiet Room is designated as a noise-free study area.

In order to achieve as noise-free an atmosphere as possible, the following are not allowed in the Quiet Room:

- Food and drinks
- Talking
- Cell phones
- Headphones
- Portable computers and other electronic equipment

Disruptive/noisy patrons will be asked by library staff to leave the Quiet Room.

**Special Collections and Archives**

It is the responsibility of researchers to assist in the preservation of materials of Special Collections & Archives. In keeping with this responsibility, researchers are required to observe the following rules which are designed to insure the order and preservation of the materials they are using.

1. The Rules for Use of Materials form must be signed upon entering the reading room.
2. Briefcases, backpacks, purses, and other personal belongings must be deposited in the designated area near the registration desk.
3. Any of the above listed items are subject to search before their removal from the reading room.
4. No materials in Special Collections may be removed from the reading room. The stacks are closed. Everything is retrieved by staff.
5. No ink may be used. Pencils are available at the registration desk.
6. No marks may be made on materials, and no books or other objects may rest on items used. Do not crease the pages or damage the spine of any print item. All pages should be turned from their edge to avoid damage or creasing. Loose sheets and/or book pages must be handled by their edges to minimize contact with hands. Any photographs must be reviewed using white gloves.
7. The order and arrangement of unbound materials must be preserved; any dis-arrangements or missing documents should be reported to the attendant in charge.
8. Smoking, eating and drinking are prohibited in the reading room.
9. All photocopying is done by staff members. Staff members will photocopy material when this can be done without injury to the item. The cost of copies is ten cents per page. Copies are for individual use, and may not be duplicated or deposited elsewhere without the written permission of Special Collections & Archives.
10. The researcher assumes full responsibility for conforming to the laws of libel and literary property rights which may be involved in his/her use of materials.

**Student Organization and Public Postings**

The Bell Library provides a bulletin board and an information table for Student Organization publications and public postings. The bulletin board is located next to the first floor staircase and may be used to post flyers. The information table is located in the lobby area and may be used to display materials such as brochures and newsletters.

- Flyers and materials regarding campus events or activities sponsored by campus groups must be approved and stamped by the Student Activities Office in Rm. 226 of the University Center.
- All materials must be approved by the Circulation Supervisor on duty before being posted.
- Publications from non-partisan groups providing public services, such as the League of Women Voters, will be included with the approval of the Circulation Supervisor.
- Unapproved and outdated flyers and materials will be removed.
- Flyers and materials found anywhere other than the designated posting areas will be removed.
The Bell Library is a politically neutral building, the posting of political materials and/or any form of campaigning or soliciting will not be allowed. Political flyers or materials found anywhere in the Library will be removed.

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