

Mission + Statement of General Policies

MISSION

The Clermont College Library supports its college community.

In accordance with the college's mission, we strive to foster student success by:

- Cultivating a welcoming campus space devoted to research, study and collaboration
- Providing and promoting access to information resources in a variety of formats
- Teaching research and critical thinking skills, both in-person and online
- Communicating the library's offerings, services, and programs to the campus community
- Working collaboratively with other college/university units to achieve our common educational goals

GENERAL POLICIES

All University and college policies apply to Clermont College Library users, including the [Student Code of Conduct](#). General library policies are not to supersede University and college policies. Behavior or use not in accordance with the [Student Code of Conduct](#) may result in eviction and referral to UC Public Safety or Assistant Dean of Academic Affairs. Please direct all questions related to library policies to the Library Director or to clermontlibrary@uc.edu.

Audio Devices

Headphones are required for audio listening while in the library and should be used at a volume that does not disturb others.

Children and Minors

The Clermont College Library is a minimally supervised environment intended to meet the academic and research needs of our students, faculty, and staff. We strive to maintain an environment conducive to research, study, and collaboration.

Children under the age of fourteen who are not registered UC students must be accompanied by an adult at all times and are barred from the 2nd floor. In accordance with university policy, children who are not registered UC students may not use the library's computers.

Adults who bring children into the library are responsible for their supervision. If a child is disruptive, the accompanying adult and child(ren) will be asked to leave. If children are left unattended and the accompanying adult cannot be located, library staff will contact UC Public Safety. A UC ID or a photo ID may be required to verify age or student status.

Clothing

Shirts and shoes must be worn at all times.

Computer Use

We provide computers for the use of the University of Cincinnati community. State and federal laws, as well as [UC Libraries Acceptable Use of Electronic Information Resources Policy](#) and [UC Acceptable Use of University Information Technology Resources Policy \(9.1.3\)](#) apply.

Confidentiality of Patron Information

Clermont College Library is committed to protecting patron confidentiality in accordance with the [American Library Association Code of Ethics](#) and [Ohio Confidentiality Law](#) (ORC 149.432).

- The American Library Association Code of Ethics states, "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted."
- The Ohio Confidentiality Law states, "'Library record' means a record in any form that is maintained by a library and that contains any of the following types of information: (a) information that the library requires an individual to provide in order to be eligible to use library services or borrow materials; (b) information that identifies an individual as having requested or obtained specific materials or materials on a particular subject; (c) information that is provided by an individual to assist a library staff member to answer a specific question or provide information on a particular subject."

Disruptive Behavior

Disruptive behavior toward others is prohibited, including:

- Creating excessive noise
- Any harassment of others, including verbal or physical attack
- Odor constituting a nuisance or health concern
- Bringing in personal belongings not essential to academics (bedrolls, carts, frame backpacks, large duffel bags)
- Behavior that disturbs others or interferes with the appropriate use of the facility

Emergencies

In the event of fire, severe weather, power outages, or other emergency situations, an emergency alarm will sound and library staff will alert building occupants to the procedures for evacuation or shelter. All fire alarms require immediate exit by all building occupants.

Clermont College Library has a fire safety holding area on the second floor, located on the landing of the back stairwell. If a fire alarm sounds, the elevators cannot be used as an exit. Instead a staff member will direct any person unable to climb down the steps to the fire safety holding area. Staff will then notify UC Public Safety of that person's location.

Food and Drink

Food and beverages are permitted in Clermont College Library. Contact the circulation desk staff for assistance immediately if you spill food or a beverage.

Literature Distribution and Posting/Advertising

We do not post flyers, leaflets, or brochures in the library. Please contact library staff if you wish to advertise a campus or university-sponsored event on our digital monitor. The digital monitor is not available to advertise non-university affiliated events, services, or products.

Misuse of Library Materials, Equipment, and Facilities

Misuse of library materials, equipment, and facilities is prohibited. In the event of misuse, library staff will notify UC Public Safety.

Examples of prohibited actions include:

- Destruction, mutilation, or defacement of any library materials
- Deliberate damaging of hardware or equipment
- Tampering with software or changing equipment settings
- Defacing walls or furniture
- Misuse of furniture in the facility

Phones

The library phone is not available for public use. Mobile devices should be set to silent or vibrate while in the library in consideration of others. Users talking on a cell phone may be asked to leave the library if conversation is distracting to others.

Second Floor Quiet Study

The library's 2nd floor is the only quiet study space available to students on campus. To foster an academic learning environment, the following rules will be strictly enforced on the 2nd floor:

- No cell phone conversations
- No children
- Group study and conversation should be limited to study rooms

Soliciting

Soliciting or accosting patrons or staff for any purpose is prohibited.

Study Rooms

Individual study rooms are available on the second floor on a first-come, first-served basis. Individual study rooms cannot be reserved. Group study rooms can be reserved on the library website. See the [Study Rooms Policy](#) for more information.

Faculty and staff who require conference or meeting space are encouraged to reserve rooms via 25Live and/or Help Desk Supervisor in the Technology Services Department.

Theft

Removing or attempting to remove library materials or property without following standard checkout procedures or other authorization is prohibited. If this occurs, library staff will notify UC Public Safety. A UC ID or a photo ID may be requested to verify age, student status, or if attempting to leave with library materials that have not been properly checked out.

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