Community Users Library Use Policy

The Walters State Policies and Procedures Manual, Section 08:07:01, Statement of Purpose of the Library states, “The Library’s primary purpose is to provide the academic resources and related services needed to support the college’s teaching, research, and service mission. The secondary purpose of the Library is to provide library services to patrons in our service area who have need of the specialized academic resources acquired to support the college’s teaching, research, and service mission.”

1. **Building Access:** Community users are allowed to use the R. Jack Fishman Library during the designated time period of Monday through Friday 2:00 p.m. to 4:00 p.m. Alumni and partnership library users are allowed to use the R. Jack Fishman Library during regular library hours.

2. **Parking Access:** Community users must have a parking permit, and they may park only in the designated visitors’ parking spaces.

3. **Computer Access:** To use library computers community, alumni, and partnership library users must follow Walters State Code of Computing Practice, Copyright Laws and Fair Use, Digital Millennium Copyright Act, and Tennessee Education Cooperative Network (TECnet). Community users may only use library computers authorized for their use, and they may only use these designated computers during specified times. Community users have access to computers during the following times: Monday through Friday 2:00 p.m. to 4:00 p.m. Alumni and partnership library users have access to computers during regular library hours.

4. **Wireless Access:** Guests and community users may log in to the Walters State Guest wireless network during the designated time period of Monday through Friday 2:00 p.m. to 4:00 p.m.

5. **Use of Electronic Resources:** Community users have unrestricted in-house use of library electronic databases.

6. **Use of Print Resources:** Community users have unrestricted in-house use of library print resources.

7. **Borrowing Privileges:** Community users may check out books from the general collection. Community users are allowed a maximum of five items checked out at one time for a loan period of 30 days.

8. **Library Conduct:** Community users at R. Jack Fishman Library are expected to conduct themselves in a manner that does not constitute a danger to any person’s health or safety. Community users involved in disruptive behavior, including harassment, may be subject to removal by Walters State Campus Police and to the revocation of library access privileges.

9. **Community User’s Privacy:** Walters State provides electronic resources to community users to help the college fulfill its mission. The college routinely monitors electronic data, software, and communications. There should be no expectation of privacy for any information stored, process, or transmitted on library computers.