Library and Information Commons Policies

The Guttman Community College Library and Information Commons (IC) is a place to learn, share, and collaborate on academic work. As an academic facility it is available for use by the entire College community and is designed and utilized for study and learning. To achieve this purpose our community needs access to a good academic work environment. This policy is designed to ensure that environment.

All users are expected to adhere to the rules and regulations of this policy and of the College while present in the Information Commons. All users are required to follow the direction of the IC staff and all other college officials regarding these policies. Failure to comply with these policies may result in removal from the IC and/or disciplinary action.

FOOD AND DRINK

Food is not permitted in the IC. Drinks are allowed only if they have a cover. Food that is to be eaten later must be in sealed containers inside of closed bags at all times. This policy provision helps the College maintain a clean and pest free environment. Food and drink are permitted in both the Atrium and on the Lower Level in Room 006.

NOISE

To create conditions conducive to academic study, the IC requires a library-like atmosphere, which will ensure that all community users are able to use the space as it is intended. The College recognizes that group work and collaborative study generates conversation. However, all IC users must maintain a low and reasonable voice / noise level at all times to allow all users a productive environment.
- Electronic devices are to be set to silent/vibrate
- Phone calls/video chats must be taken outside of the IC (Atrium or any other public space)
- Headphones are to be used with the volume set for the individual listener and should not exceed a level audible by others

BEHAVIOR

Inappropriate behavior will not be tolerated and may result in removal from the IC and/or disciplinary action. Inappropriate behaviors include, but are not limited to:
- Loud noise (from people or from electronic devices)
- Phone calls/ video chats
- Failure to use headphones
- Misuse or abuse of property
- Unauthorized use or removal of equipment
- Arguing or fighting
- Threats and threatening behavior
- Abusive or bullying language or behavior
- Sexually explicit language or behavior
- Harassment of any kind
- Title IX violations (sex or gender discrimination)
- Possession or use of drugs or alcohol
- Vaping of any substances
- Weapons possession or use
- Gambling
- The sale of anything for per commercial gain or private profit
- The use of equipment for commercial gain or private profit
- Use of the space for any illegal activities under local, state and federal laws
- Any other behavior not listed here that disrupts the educational process and/or the wellbeing of another member of the community

SIGNS AND FLYERS

Posting a sign or flyer in the IC requires prior approval. Please consult a member of the IC staff (located at the main IC service counter or reachable at 646-313-8090), or the Office of Student Engagement (located on the Mezzanine level or by phone at 646-313-8269) to secure permission.

EQUIPMENT BORROWING AND RETURNS

The policy and procedure for short term equipment loans requires a valid GCC ID that must be presented to borrow equipment of any kind from the IC. Use is limited to the IC unless otherwise specified or formal arrangements are made. Some items require an active barcode in addition to the EMPL ID.

As part of the Information Technology (IT) department's equipment loaner program, currently enrolled students may borrow a short-term laptop from the student IT Helpdesk located within the IC. The equipment is for academic use, and must be returned before the IC closes in the same condition in which it was borrowed. Any damages must be reported to the staff at the student IT helpdesk or the IC staff immediately. Usage of Guttman laptops is governed by the policy on acceptable use of computer resources.

UNIVERSITY POLICIES

Please see the following links for Guttman and for CUNY-wide policies that may be useful to you while using the Information Commons and while attending Guttman Community College:

GCC Children on Campus Policy

University-Wide Library Services Policy

City University Maintenance of Public Order Policy

University Policy on Drugs and Alcohol

University Policy on Computer Use

University Policy on Sexual Misconduct

University webpage for Combating Sexual Violence

University Students' Bill of Rights

University Policy on Sharing and Copyright Infringement

University Drug/Alcohol use Amnesty Policy

Please see the Guttman Community College Public Safety webpage for other policies on campus

Questions regarding this policy can be directed to:
Information Commons staff, First Floor, 646-313-8090
Office of Student Engagement, Mezzanine Level, 646-313-8269
Public Safety Department, Room 015/Lobby, 646-313-8101/646-313-8112