

Orangeburg-Calhoun Technical College

Statement of Procedure

Title: Regulations and Expectations for Conduct in the
Orangeburg-Calhoun Technical College Library
and Student Success Center

Number: 6.004.01
Page: 1 of 1

Department of
Responsibility: Vice President for Academic Affairs

Authorization:

President

Date Approved: January 16, 2007

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Last Reviewed: _____

Primary use of the Library and Student Success Center is for academic and Orangeburg-Calhoun Technical College-related business. Other uses can apply with the approval of the Head Librarian, Student Success Center Director, and the Vice President for Academic Affairs. Library and Student Success Center patrons are required to comply with these Regulations and Expectations.

The following actions are prohibited in the Library and Student Success Center:

- Selling and/or soliciting services, money or items
- Distributing or posting printed materials/literature that have not been approved by the College.
- Behavior that is disruptive to users of the Library and/or Student Success Center
- Intentionally damaging, destroying or theft of OCtech, student, or employee property.
- Removing Library and/or Student Success Center materials from the premises without using established lending procedures.
- Bringing children under the age of 15 into the Library or Student Success Center without approval of the Head Librarian or Student Success Center Director.

Failure to comply with the Library's established regulations and expectations may result in expulsion from the Library and Student Success Center for the day, or permanently. Daily expulsion is at the determination of the Library Director and Student Success Center Director. Permanent expulsion will be determined by the Library Director, Student Success Center Director, and the Vice President of Student Affairs.