

Library Guidelines

Library User Code of Conduct

Users of the Madigan Library are to conduct themselves at all times in a manner that does not interfere with others, and that is in keeping with the nature of the library's programs and services. Any activity that interferes with these purposes is inappropriate. Anyone who disregards these purposes is, at a minimum, subject to removal from the building and/or restriction of Madigan Library privileges.

Cell Phones and Other Audio Devices

Users should go to one of the "cell phone zones" or exit the library when using cell phones to either send or receive phone calls. For both cell phones and beepers, users should activate the non-audible signal function (vibrate) as the alert for incoming calls. Portable audio devices such as MP3 players, CD players, etc. are permitted in the library as long as they are used with headphones. Headphones are available for check out at the Circulation Desk.

Children in the Library

The Madigan Library's collections and services are specifically designed to meet the needs of the students, faculty and staff. There are no filtering devices for Internet access. For this reason, visitors age 14 or under must be accompanied by an adult while in the facility, and that adult is responsible for appropriate supervision of such children. Disruptive children and their supervising adult will be asked to leave. If a child is left unattended in the library, the Penn College® Police Department will be notified.

Food and Drink

Food should be kept in the Cafe or Courtyard. Beverages should be in containers with lids.

Group Study Rooms

These rooms may be used for up to two hours at a time based on availability.

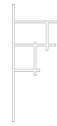
Users with Disabilities

Users with disabilities may request assistance from library staff in order to access needed resources. There are assistive technology workstations available. Please refer to our *Assistive Technologies* brochure or www.pct.edu/library/information/about/assistivetechology.asp for further information.

Other Features

- **The Gallery**, located on the third floor*, showcases works from a variety of talented artists and is open to the public free of charge.
- **Archives & Special Collections**, also located on the third floor*, is the repository for the historical records of Penn College as well as a valuable source of information on local history.
- **Bookmarks Cafe**, located on the first floor, features a wide variety of gourmet coffees, herbal teas, sandwiches, soups and baked goods.

*Access via main entrance elevator and stairway.



Madigan Library

Pennsylvania College of Technology
One College Avenue
Williamsport, PA 17701

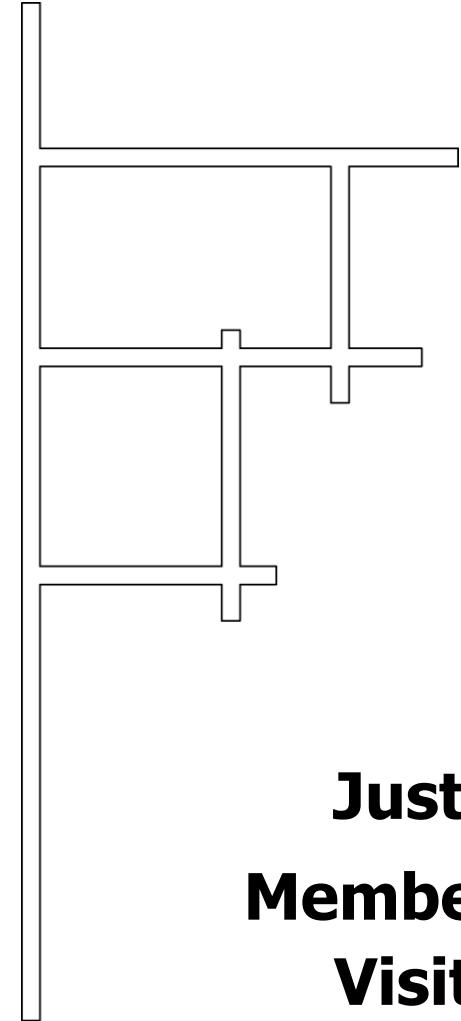
General Information

Phone (570) 327-4523
Toll-Free (800) 367-9222
Fax (570) 327-4503
E-mail library@pct.edu
www.pct.edu/library

An affiliate of
The Pennsylvania State University

Penn College operates on a nondiscriminatory basis.

Madigan Library



Just for Members/ Visitors

Pennsylvania College of Technology

PENNSTATE



Just for Members/ Visitors

Main Library Hours

Monday—Thursday	7:30 a.m.—midnight
Friday	7:30 a.m.—11 p.m.
Saturday	9 a.m.—11 p.m.
Sunday	1 p.m.—midnight

Hours are subject to change during holidays and breaks.

Important Phone Numbers

Toll-free	(800) 367-9222
Local	(570) 327-4523
Reference Desk	(570) 320-2409
Circulation Desk	(570) 320-2400, 7815
Administration	(570) 320-2400, 7104

Visitors

Anyone is welcome to use the basic services and facilities of the Madigan Library. These include in-house access to books, periodicals, newspapers, nonprint media, Pennsylvania state documents, archives and special collections. In order to borrow materials and have access to computers, a membership application must be completed. A current photo ID is required to complete the membership registration. *Parking spaces are provided for visitors directly behind the library off of College Avenue.*

Photocopying and Printing

Black-and-white copying is available to anyone at 10 cents per page. Printing is available to members at 10 cents per page for black-and-white and 50 cents per page for color.

Affiliated Members

Spouses and dependent children (between the ages of 18 and 26) of current Pennsylvania College of Technology students, faculty and staff; alumni, retirees, board members; consortia borrowers and visiting faculty, staff and students of other academic institutions may become members of the Madigan Library at no cost.

Nonaffiliated Members

Individuals who are residents of Pennsylvania and are 18 years or older may become members of the Madigan Library for an annual fee of \$25. Memberships can be renewed on an annual basis thereafter.

High School Members

High school students age 15 and older may become members for a fee of \$5. However, if the parent or guardian is already a member, there is no fee.

Loan Periods for Members

Material Type	Loan Period	Limit
Books	4 weeks	10
Music CDs	4 weeks	4
Popular Books/CD Books	2 weeks	2
Videos/DVDs	1 week	3

Overdue, Lost or Damaged Items

Overdue materials are subject to fines of \$1 per item. A \$15 processing fee will be added for materials over 30 days delinquent. Borrowing privileges and network access are suspended until all fines or replacement costs for lost or damaged materials or equipment are paid.

Acceptable Use Policy

The Penn College® Acceptable Use Policy (AUP) promotes the efficient, ethical, and lawful use of Penn College's® information technology resources. The College's computing systems, networks, and associated facilities are intended to support the College's mission and to enhance the educational environment. Any use of these resources deemed inconsistent with the mission and purpose of the College will be considered a violation of this policy.

Rights and Responsibilities

Open access is a revocable privilege and requires that individual users act responsibly. Users should not assume or expect any right of privacy with respect to the College's IT resources. The College will ensure reasonable use by monitoring access logs, traffic data, and network utilization. In addition, files, e-mail, access logs, and any other electronic records may be subject to search under court order.

Prohibited Use of IT Resources

- Do not share your login information
- Do not use any College IT resource for commercial, political, or illegal purposes, or for harassment of any kind
- Do not display obscene, lewd, or otherwise offensive images or text

Disciplinary Action

Any violation will result in immediate expulsion from the library, termination of membership, banning from the campus, and possible legal action.

To view the entire contents of the College's AUP, see www.pct.edu/its/policy.htm.