General Policies

Policy/Procedure

Cell Phones

Cell phones are required to be set to vibrating/silent ring in the library. If you are planning on having a lengthy conversation (longer than 2 minutes), please move to the entrance of the library. All conversations, no matter the length, should be quiet. If you are having a conversation that disturbs others you may be asked to leave the library. Thank you for your cooperation.

Copyright

In its publications respecting copyright, the College reaffirms its commitment to current copyright law and the protection of intellectual property. The College also recommits itself to providing relevant common sense guidelines to help faculty and students remain within the legal parameters of existing law. Nevertheless, the College urges everyone at Dickinson to recognize that copyright law can be complicated. In the final analysis, legal compliance with existing law is the sole responsibility of individual members of the Dickinson community. The library serves as an avenue for obtaining copyright clearance by working closely with the national Copyright Clearing Center.

Reserving Library Space

Study Rooms

The library has 13 study rooms available. Study rooms #1-8 on the main and upper levels are equipped with a television and VCR. Study rooms #9-13 are on the lower level. Dickinson college students, faculty, and administrators always have priority in the use of the library's study rooms. Study rooms must be reserved 24 hours in advance using our Reserve a Study Room Form.

Terms of reservations:

- Reservations last no longer than three hours per day.
- Rooms left unattended for twenty minutes will be forfeited and materials removed to the circulation desk.
- You will be notified by email the room number that has been reserved. A sign will be placed on the door of the room. In the event we cannot fill your request, you will be notified by email.

For more information, please email circ@dickinson.edu or call 717-245-1397.

Reading Rooms and Smart Classrooms

Waidner-Spahr Library currently has several Smart classroom facilities, ranging from traditional lecture-seminar rooms to computer labs to innovative group-work computer work labs. The
Smart protocol for classroom technology is designed to make using computer, video, CD, and DVD playing as easy as possible. Library Smart classrooms include:

- Alden Collaborative Study Room
- Bechtel Seminar Room
- Information Commons Classroom

In addition, the library has a Mobile Media Cart that may be used in the Jacob's room or reading room areas of the library building.

To reserve the Alden, Bechtel or Jacobs room contact CASE at 717-245-1900. To reserve the Information Commons Classroom for use from 8am-5pm, Monday - Friday contact library@dickinson.edu reservations after 5pm and on weekends can be made by contacting CASE at 717-245-1900. To reserve the mobile cart and reading room areas email circ@dickinson.edu

Please, do not hesitate to address questions about the Smart classrooms to User Services. We can be contacted via E-mail (helpdesk@dickinson.edu), telephone (ext.1000), or by visiting the User Services office, in the lower level of the Library. If you need immediate help in a Smart classroom, please call the Helpdesk at ext.1000.

**Peddlers and Solicitors**

There should be no selling or soliciting of any kind in the building.

**Tobacco**

Tobacco items are not allowed in the library and the rules concerning tobacco are to be strictly enforced.

**Related Information**

**History/Revision Information**

**Responsible Office/Division:**

**Effective Date:**

**Last Amended Date:**

**Next Review Date:**

**Also Found In:** LIS Web Site (http://lis.dickinson.edu/Library/StudentServices/Policies/index.html)