



**LOUISIANA DELTA**  
COMMUNITY COLLEGE

## **POLICIES & PROCEDURES**

**Title: Library and LRC, Use Policy**

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**Revised Date: 11/29/2023 Department: Academic Libraries**

### **POLICY**

Library Services oversees learning resources, tutoring, collaborative and independent study space, access to electronic and physical resources, and Learning Resource Centers for all LDCC faculty, staff, and students at all LDCC instructional sites.

### **PURPOSE**

LDCC Library Services provides adequate and appropriate library and learning/information resources, services, and support for the mission of The College. To achieve this purpose, LDCC Library and LRCs, will provide equipment for school-related work, an environment conducive to independent and collaborative study, and educational support.

### **PROCEDURE**

The following procedural guidelines govern the use of library space and resources:

- Computers, furniture, and equipment are the property of Louisiana Delta Community College and usage is governed according to the LCTCS Board and LDCC policies.
- Disruptive students or policy violators may be asked to leave the library. Behavioral and conduct issues shall follow the guidelines set forth in the LDCC Student Code of Conduct < <http://catalog.ladelta.edu/content.php?catoid=18&navoid=1408#code-of-student-conduct> >.
- LDCC Library laptops are deemed study materials. As such, these items are for in-library use only.
- Instructors may reserve computer labs housed in the Library/LRC for classroom instruction and/or testing. Reservations must be made a minimum of two weeks prior to the requested date.

## **DEFINITIONS**

Disruptive behavior includes but is not limited to: creating an environment that prohibits others from quiet study or completion of assignments; destruction or vandalism of equipment, furniture, or electronic equipment; or intentional disregard of LDCC policies.