Peter J. Cayan Library Use Policies

Our intent is to provide a clean, quiet and supportive library environment that encourages scholarly activities. In an attempt to maintain that environment, the following policies have been developed.

Behavior
Anyone who is disruptive, uses library resources inappropriately, or damages library materials or equipment will be reported to University Police.

Cell Phone Use
Respect each person’s need for appropriate study space in a quiet learning environment. Please turn off the ringer on your cell phone when entering the library. Limit your conversations and talk in a quiet voice. If you must have an extended conversation, we ask that you use your cell phone in designated cell phone areas. Please report disruptive, loud or uncooperative behavior to a member of the library staff.

- Designated Cell Phone Use Areas
  - Café
  - Vestibule of the library
  - Restrooms
  - Small group study rooms

Computer Use – Community
The computers, printers and printing supplies located in the library are purchased with SUNYIT student fees. They are reserved for student, college faculty and staff, and authorized activities use. The community is welcome to sign up for and use the designated computer to search the internet and access college electronic resources. There is a sign-in sheet at the Circulation Desk, which requires the date, a legibly printed name and signature. If the designated community use computer is in use, the community member will have to wait. A community member may use the computer for 60 minutes per day. The library charges community users for printing. For a first violation, a warning is given. For a second violation, University Police will be called.

No minors are allowed to sign in on the community use computer.

Computer Use – Visiting Scholar or Guest
If you are visiting the campus for scholarly research, please contact the library in advance. A temporary guest account will be created for your use. The user of a guest account must agree to and abide by the SUNYIT acceptable use policy.

For further information, please go to:
http://its.sunyit.edu/policies/computer_use_policy/accept_use_policy.inc

Food and Drink in Cayan Library
Cayan Library provides an atmosphere conducive to research and study. Food and drink are available through vending machines located in the first floor café. Food and drink can attract rodents and insects that damage materials. Spilled food also damages books, journals and furniture. Please exercise common sense and follow these rules regarding food and drink:

- No food and drink near computers

Approved July 1, 2009
- Drinks with closable lids only
- Please dispose of all garbage properly
- Leave the area as you found it or better

**Unattended Children Policy**
The Cayan Library provides an environment conducive to academic research and support of the Institute’s curriculum. The library staff does not supervise unattended children and therefore the safety of unattended children cannot be guaranteed. Children under the age of 16 must be accompanied and supervised by a parent or adult guardian at all times. University Police will be called when unattended children are present in the library.

Children over the age of 16 may use the library’s resources when pursuing academic research. They are not eligible to use the library’s public use computer.