Building Use Guideline

Distance Learning Lab*

The NFCC Library has first priority in scheduling classes for this room. This includes library orientation sessions and sections of LIS 1001 (Introduction to Information Skills). Other activities in this room are scheduled on a first come, first served basis. This room can also be used for NFCC staff and committee meetings as well as faculty/staff development presentations when computers are needed. Instructors may also schedule classes to be held in this room. However, when an instructor wants to schedule the room for an extended period of time, approval must be obtained from the Library Director. This room can also be used as meeting space in case the Library Conference Room is already scheduled for use. When available, this space may also be used for overflow when the Reading Area computers are all in use.

Library Conference Room*

This room is primarily used as a meeting space for campus committees and student clubs. All NFCC related meetings may be scheduled by contacting the library staff. Other groups that are not associated with NFCC must contact the Business Office to schedule meeting times and pay any required fees. The Business Office will contact the library to make sure the room is free for the specified time and schedule it accordingly.

Library Reading Area (The Pit)*

Classes may be brought to the Library Reading Area in case of scheduling conflicts with the Distance Learning Lab or used as a workspace for students while they use the library collections. Instructors are encouraged to contact the library staff before they bring their classes to the library and to remain with their classes while they work.

This is a college library and it is not designed for children. The collection contains research materials and resources for adults. If parents or caregivers bring children into the facility they must accompany them at all times. No children under 16 years of age may remain without adult supervision in the library. Children who are disruptive and their caregivers will be asked to leave the library. Library computers are only for use by students and/or patrons that are 18 years of age or older because they do not have filters. Patrons/students may be asked to show ID proving they are either a student or over 18 years of age.

Food is permitted in the Library Conference Room only. Drinks in spill-proof containers may be consumed anywhere in the library. No animals are allowed within the library other than those assisting persons with disabilities. Loud socializing or disruptive behavior is an improper use of the library.

*Students or patrons may not use library facilities for the conducting of private enterprise or marketing of products.

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