



Bellevue College Library

Community Standards & Appropriate Use

Purpose:

The Bellevue College Library is committed to providing a safe and equitable environment conducive to teaching, learning, research, and study for all library users.

For the comfort and safety of all library users and the protection of library property, the library has established guidelines in the following areas in accordance with the broader Bellevue College policies and procedures enforced on the Bellevue College campus.

Library Expectations on Conduct:

In order to ensure an equitable and safe environment for all, library users must adhere to these community standards as well as broader campus conduct policy such as [4250 BC Code of Ethical Conduct](#), [2050 BC Student Conduct Code](#) as well as state and local bylaws.

Bellevue College does not discriminate on the basis of race, color, national origin, language, ethnicity, religion, veteran status, sex, sexual orientation, including gender identity or expression, disability, or age in its programs and activities. Please see policy 4150 at:

<https://www.bellevuecollege.edu/policies/id-4150/>.



Students and library visitors are expected to:

- Conduct themselves safely while in the library.
- Refrain from damaging or defacing library materials, furniture, and property.
- Comply with reasonable staff directives and posted signage.
- Refrain from illegal or disruptive activity.
- Abide by [Copyright](#) and Acceptable use of [Information Technology](#), [Acceptable use](#) & [Computer Lab use guidelines](#) while in the library.

These expectations shall be applied in a neutral and nondiscriminatory manner to protect the property, users, and faculty and staff of the Bellevue College Library.

Every effort will be made by library staff to mediate incidents before referring to the appropriate authorities: the Bellevue College Public Safety, Bellevue College Student Conduct Officer, or Bellevue Police Department.

Library Expectations on Appropriate Use:

ANIMALS IN THE LIBRARY

- The Bellevue College Library abides by the Animals on Campus policy and as such, [only service animals are allowed in the library.](#)
- All students who bring a service animal to campus are encouraged to register with the [Disability Resource Center](#)



CHILDREN IN THE LIBRARY

- All children under the age of 18 who are not BC students or enrolled in the Running Start program must be accompanied by an adult while in the library.
- Pursuant to the Bellevue College Children on Campus [policies](#) and [procedures](#), library staff will make every effort to reconnect the children with their guardians. If they are unable to do so, staff will consult with [Campus Public Safety](#) for further guidance.

Current BC Campus and Community Alerts

- Students are expected to abide by current protocol as it relates to Bellevue College mandates, or campus and community alerts as they arise.
- While facemasks are not required on campus and in the library, they are encouraged.



FOOD & DRINK IN THE LIBRARY

The BC Library strives to provide a welcoming atmosphere while protecting library materials, equipment, and furnishings and by ensuring the rights of all users to undisturbed study. We ask that library users take responsibility for themselves and others by using good judgment to ensure that no trace is left behind and no damages are caused by food or drink. We also ask that you be considerate of those with scent sensitivities or allergies. The Library has adopted the following food policy based on cooperation and mutual respect:

- Food should be limited to small self-contained meals and beverages in covered containers.
- Food and drink should be kept at a safe distance from library equipment and materials.
- Please dispose of your waste in the bins provided, wipe down your eating area, and report any spills to library staff immediately.
- Food deliveries are not allowed except in relation to library-sponsored events.
- The Library reserves the right to ask anyone who disregards the above guidelines to remove the food/drink from the building or to leave the Library.

Adapted from policies at the University of Toronto Libraries and the University of Mississippi Libraries.



LOST & FOUND

- The library may hold small non-valuable lost items in their Lost & Found for up to one week before turning unclaimed items over to Public Safety or for disposal.
- For lost items that have been turned over to BC Public Safety, visit the [Lost & Found](#) website, or call public safety for more information: (425)-466-9365.
- Library users who choose to leave things behind while in the library do so at their own risk. The Bellevue College Library is not responsible for lost or stolen items.

PRIVACY POLICY

- Bellevue College Library abides by the [Bellevue College Privacy Policy](#) & [Student Privacy Policies](#).
- All Disclosure of Student Information within Bellevue College and its library are strictly aligned with the Family Educational Rights and Privacy Act (FERPA).
- Surveillance and Security Cameras are used on campus and within the library. ([BC Policy 6380, 6380P](#))



PROHIBITED BEHAVIOR

- Threats, harassment, assault, or intimidation of others
- Any behavior that may obstruct or block access to any part of the library
- Any behavior that may impede other library users' ability to study or learn
- Use of tobacco, alcohol, drugs, or controlled substances, including smoking or vaping (BC policy [2050](#), [4500](#), [6150](#), [6350](#))
- Carrying a weapon (BC policy [6420](#))
- Damage or theft of library property as well as property of library users (BC Policy [6100](#))

Failure to comply with library faculty and staff directives and signage