

# **CANNELL LIBRARY BUILDING REGULATIONS**

## **ADA ACCESSIBILITY**

The resources and services of the Cannell Library are fully accessible according to current ADA standards.

## **ANIMALS**

Guide dogs are welcome. No other animals are allowed.

## **CELL PHONES / NOISE**

Cell phones must be turned to silent mode when visitors are inside the building. Patrons are expected to speak in a quiet tone of voice in designated areas. Loud or disruptive users may be asked to leave.

## **CHILDREN**

Due to considerations of the library primarily as a place of study, personal safety of children, and possible damage to library property, children under 16 years of age are permitted in the Cannell Library only:

- When supervised by an accompanying adult.
- When they are quiet and well behaved.

Other than usage associated with the College's ECE, PRIDE, Parent Education programs, and other specific College-sponsored programs for children, the general policy of the College is that its facilities are not available for unrestricted use by children under 16 years of age.

## **EMERGENCY EXITS / FIRE DOORS**

Special fire exit doors are marked and must be kept free from being blocked.

## **FIRE ALARMS / AREA OF RESCUE ASSISTANCE**

Fire alarms should be treated as a real emergency and the building must be evacuated every time there is an alarm. All visitors / staff must exit the building through the front doors (west entrance). Everyone must remain at least 50 feet from the front of the building and wait for official word from Security, Plant Service or emergency personnel that it is safe to re-enter the building. Although the alarm may stop, it does not mean that the building is safe to enter.

During a fire alarm or other evacuation event, visitors in wheelchairs who are on the second floor of the library should wait by the Area of Rescue Assistance sign at the top of the east stairs in the back of the library. Library staff will call Security and stay with the person until security / emergency personnel arrive to assist with their evacuation. Under no circumstances should library personnel attempt to carry a handicapped visitor down the stairs.

## **FOOD AND DRINK**

Eating, drinking, tobacco, and chewing gum are not permitted in the library. Covered drinks are permitted. Containers for food or drink must be fully covered by bags provided from the Circulation Desk, or completely concealed in the belongings of the user.

Library property and furnishings are protected by statute:

**1990 WAC 132G-168-016. Prohibited entry.**

“The library shall have the right to prevent entry of food and beverages, animals and other things detrimental to the library purpose.”

**1992 RCW 27.12.330. Penalty for injury to property.**

“Whoever intentionally injures, defaces, or destroys any property belonging to or deposited in any public library, reading room, or other educational institution, shall be guilty of a misdemeanor.”

Therefore, disciplinary action for violation of this policy shall be at the discretion of the Library Director.

## **LOST AND FOUND**

Lost and found items are held at the Check Out Desk on the first floor of the library and taken periodically to Campus Security, located in the Gaiser Hall breezeway (992-2437).

## **TELEPHONE REQUESTS FOR LOCATING PEOPLE IN THE LIBRARY.**

The Cannell Library does NOT have a public address system, so we are unable to page people that may be in the library.

If it is an emergency, callers may be transferred to Security at 992-2133. Security may be able to locate the person for them by working with the Registration office on campus.