

# Rules for FHTC Library

1. Be Kind to Others
2. You are allowed to eat and drink as long as you clean up after yourself.
3. All media must be played through headphones.
4. All Phones should be on silent and phone calls should be taken in a private area.
5. Use the self-checkout in order to remove books from the library.
6. All materials should be returned to the library after 2 weeks, if you need the book for longer email the librarian or re-checkout the materials.
7. The Archival room is only available to be used by appointment with the librarian.
8. Printing
  - a. If you print a PowerPoint, you must print 9 Slides to a page or you can print the outline version.
  - b. All jams or issues of the printer are to be reported to the librarian or the front desk staff.

