Austin Community College
Library Services

library.austincc.edu

ACC Library Guests/Visitors Sign-In Agreement

I understand that as an ACC Guest/Visitor the following services are available to me:

- Use of Guests/Visitors labeled library computer for 30 minutes per day, with an additional 30 minutes allowed if no one is waiting (maximum 60 minutes per day)
- Printing at a cost of 10 cents per page
- In library use of printed materials including magazines, newspapers, other periodicals, reference and circulating materials.
- With a TexShare card (issued by a public library or other academic library), checkout of up to 5 circulating materials

I agree to:

A. Present a current valid government issued photo identification upon signing-in at the library Reference Desk for each visit and if requested by library staff/ACC staff.

B. Follow the same policies related to conduct and behavior as ACC students, faculty and staff including:
   - No Food.
   - No Drinks in uncovered containers.
   - No Cell Phone use in the library.
   - Unattended children are not allowed at any College location at any time.
   - Each library has photocopiers available with a cost of 10 cents per copy.
   - All provisions of the IRT/Library Acceptable Use Guidelines **(http://library.austincc.edu/gen-info/AUP/acceptableUse.php).**

I have read and agree to abide by the rules and procedures outlined above and I understand that failure to comply with them may result in the loss of my library visiting privileges and/or barring from all ACC libraries.

_____   _____
Guest/Visitor's Name -- Please Print   Type of Identification

_____   _____
Guest/Visitor's Signature   Date

****

LIBRARY STAFF USE **ONLY**				
Please Initial Below to Confirm			Please Record Computer Workstation Use In/Out Times	
Guest/Visitor Presented A Valid Government-Issued Photo Identification?	Guest/Visitor Received A Copy of Brochure (Rules and Procedures)?	Guest/Visitor Received A Copy of the Sign-In Agreement?	Time or Log-In at Computer Station Please Circle AM or PM (If Applicable)	Time or Log-Out at Computer Station Please Circle AM or PM (If Applicable)
			_____AM/PM	_____AM/PM