

RIO SALADO COLLEGE

KNOWLEDGE COMMONS GUIDELINES

Computer Lab

(480) 517-8455

STUDENT COMPUTERS are reserved for registered Rio Salado College students.

- All Knowledge Commons software is copyright protected. Software may not be copied and/or installed without prior authorization.
- Computer staff can assist with MS Office course questions, but are not familiar with all Rio Salado College courses, and are not experts in the software/hardware industry.

COMMUNITY ACCESS COMPUTERS are provided for community members 18 years of age and above, subject to availability, at the Tempe Computer Lab.

- Computer users may not send, receive, or display inappropriate materials which would reasonably be defined as obscene or offensive to others.
- The use of technology for commercial purposes is prohibited.
- Computer usage is monitored by the Knowledge Commons staff.

Library

(480) 517-8424

REFERENCE ASSISTANCE is available on request. Inquire at the desk.

ASK A LIBRARIAN 24/7 LIVE CHAT
www.maricopa.edu/lts/ask

ONLINE LIBRARY RESOURCES
www.riosalado.edu/library

MATERIALS CHECKOUT PERIOD:

Students

- Books = 21 days - 1 renewal
- Media = 7 days - 1 renewal

Community Users:

- Books = 21 days - 1 renewal
- No Media checkout

Tutoring

(480) 517-8247

TUTORING ASSISTANCE is provided for students enrolled in Rio Salado College classes.

STUDENTS:

- Sign in at the Concierge Desk to register for a tutoring session.
- Complete as much of your assignment as you can before meeting with a tutor.
- Bring your textbook, calculator, and other needed materials.
- While tutors take turns working with other students, use the time to work on your assignments.
- Tutors may not assist with exams or final projects.

Rio Salado College is not responsible for items left unattended.

Guidelines

CELL PHONES

Cell phones must be set to silent or vibrate. Telephone calls are to be made and/or received outside the Knowledge Commons area.

CHILDREN ON CAMPUS

- Children (younger than 18 years of age) may not attend any class unless they are officially registered for the class (AR 2.4.10).
- Children will not be allowed on campus unless participating in an authorized college program, or under the supervision of an adult (AR 2.4.10).
- Children are not permitted to accompany adults during formal computing or tutoring sessions.

DISRUPTIVE BEHAVIOR

- Knowledge Commons personnel have the right to monitor and act in response to the following unacceptable behaviors:
 - Unattended or disruptive children.
 - Disorderly conduct.
 - Abusive language.
 - Damaging library materials or property (ARS 13-1602).

FOOD AND DRINKS

- Food consumption is not permitted in the Knowledge Commons. Water is permitted in a secured container. Drinks must be kept away from all electronic devices and plugs.

PRINTING

- **STUDENTS:** Printing must be related to Rio Salado College course work. Users are expected to be considerate of others and restrict printing to a maximum of ten pages at a time. Knowledge Commons personnel reserve the right to stop/cancel any printing job.
- **COMMUNITY MEMBERS:** Printing is limited to ten pages per user, per day. All printing requires prior approval from Knowledge Commons personnel.

Knowledge Commons personnel are authorized to request that all students/users abide by these guidelines.

HOURS OF OPERATION*

Monday - Thursday: 8AM - 7PM
Friday: 9AM - 5PM
Saturday: 9AM - 2PM
Sunday: Closed

**Tutoring hours vary by day and by subject.*

Rio Salado
College 
Take the Next Step

