



**MAPÚA**  
MALAYAN COLLEGES  
LAGUNA



**CENTER FOR LEARNING  
AND INFORMATION RESOURCES**  
MAPÚA MCL

# Rules and Regulations

## MAJOR LIBRARY OFFENSES

- Silence is always expected to be maintained in the library. Collaboration and discussion are allowed in the Discussion Room (CLIR-Rizal) and Collaborative Learning Zone (CLIR-Einstein), provided this will not distract other library users.
- Dishonesty, lending or borrowing of the official Mapúa MCL ID, Official Receipt, Certificate of Matriculation, or other official documents and presenting another person's documents as one's own.
- Writing on books, mutilation or tearing of pages of a book and taking out without permission any material or property.
- Blueprints, mechanical drawing board big case or parcel and external storage device should not be brought into the library.
- Use of caps/bonnets in the library premises is not allowed. Exemptions are allowed for religious and health purposes.
- Abuse of I.T. resources and privileges in violation of the rules and regulations on the use of I.T. resources such as but not limited to: Installations and/or use of unlicensed software (such as application software and games); Unauthorized access to network security through any means (e.g. denial of service, malicious attacks, installation of Trojans and worms, hacking).
- Public display of intimacy which offends the sensibilities of the academic community, and which may be deemed or perceived as vulgar or repulsive.
- Offenses related to the person(s) in the CLIR community such as but not limited to: Threats to physically assault/injure or actual physical assault/injury committed against any member or visitors of the CLIR community; Defamation, abusive behavior, or gross discourtesy committed against any member of the CLIR community or his authorized representative; Hazing or the infliction of any physical mental harm or

ordeal, which act injures, degrades, or disgraces or that tends to injure, degrade, or disgrace any fellow student or member of the CLIR community; Engaging in lewd, obscene or immoral conduct within CLIR premises and its vicinity.

- Possession or consumption of alcoholic or intoxicating beverages within CLIR premises in connection with an official school activity; or entering the CLIR under the influence of alcohol.

### **MINOR LIBRARY OFFENSES**

- Students must sign in at the entrance before entering the CLIR premises. As an institutional policy, all students should always wear their Mapúa MCL ID, including inside the CLIR premises.
- Eating and/or drinking, littering.
- Disruptive use of mobile phones or other similar communication devices in the library.
- Unauthorized filming within the premises of the library.