



AMERICAN CENTER (AC) LIBRARY



PATRON RIGHTS AND RESPONSIBILITIES

The American Center supports the right of all individuals to receive friendly, courteous, and respectful services; have free and equal access to information; and have a clean, comfortable, pleasant and undisturbed environment.

The library is for everyone's enjoyment. The following guidelines are essential to ensure respect for individuals who use this public facility:

- Patrons will sign the visitor log book when entering and exiting the library.
- Respect others by keeping the AC library a quiet study space. Patrons may use the wireless headphones to listen to television, DVDs, tablets/smartphones, or computers.
- Food and beverages are not allowed inside the AC library.
- Patrons are requested to switch phones to silent. Please exit the library to take a phone call.
- Patrons are requested to leave materials they have used in in the return bins. Please do not reshelf books or DVDs yourself.
- Books and other materials are not to be taken out of the library unless checked out per circulation guidelines <http://goo.gl/r0PNz6>. Please do not write on or inside library materials.
- The AC supports intellectual property rights. Patrons may make photocopies of library materials for educational use only, up to 5 pages per day, with AC intern's support.
- If any library equipment does not seem to be working properly, please inform AC staff or interns. Patrons should not try to fix equipment themselves.
- Patrons are responsible for their own belongings. Do not leave personal items unattended or reserve a space in the library. Items left unattended in the library may be confiscated by security.
- Children under the age of 9 must be accompanied by a parent/caregiver who is responsible for the child's safety and behavior. Library staff cannot assume responsibility for unattended children.

Access the AC online catalog at: <http://goo.gl/uyNA6x> to search all books and DVDs. (Library Name: ACHCMC, No password required)

Visit AC facebook: www.facebook.com/achochiminh.usconsulate

Register to become a member: <http://goo.gl/r0PNz6>

Please ask AC staff or interns should you have any question or need help. Thanks for your cooperation.