

## **Library Guidelines**

- The library at SDSU is available for those participants that are living on campus more than 1 week. Groups with participants that are not living on campus will not be able to have access for those participants, only those living on campus more than 1 week.
- Attendees must be accompanied at all times by a chaperone.
- To access library resources, the "Library" tab of the Group Reservation Form must be filled out with all requested information provided.
- Temporary passes will be printed for each group to collect on their first visit to the library
- Omission of any information field and/or submission of information in any other format will prohibit the individual/group from using the library.
- Groups are able to use the computers in the Reference Area for a maximum of 2 hours. This area is not available after 3pm.
- MS Word has not been installed on the Computers
- Final list of names that will be allowed access must be received 10 business days prior to the group's first date of arrival.
- Group leaders are responsible for communicating these guidelines to all participants in their program.