

**Visual Resource Center  
Student  
Code of Conduct Policy**

**Student Name:**

**Semester:**

**Start Date:**

**Hours:**

**Weeks:**

**Job Position:** Digital Assistant

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I hereby understand and agree to VRC's codes of conduct listed below.

1. Employees are expected to conduct themselves in a professional manner at all times.
2. Employees are expected to be courteous and helpful to all library patrons and visitors.
3. All requests for assistance are to be handled politely.
4. While faculty is using the VRC, unnecessary talking is to cease.
5. Only work pertaining to VRC may be conducted.
6. WWW surfing is not allowed during work hours.
7. Internet connection is to be used strictly for VRC questions.
8. Personal work may not be conducted on the computers.
9. All missed hours will be deducted from the payroll unless arrangements have been made ahead of time.

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Signature

Date