

## Workforce Connection Resource Room Guidelines

The Workforce Connection (WC) Resource Room offers resources to assist job seekers in job search activities. All WC visitors are required to comply with our Resource Room Guidelines. Failure to comply with these guidelines will result in the loss of Resource Room privileges. WC is **not responsible** for any visitor's lost, stolen or damaged items.

WC staff reserves the right to deny services to any customer whose behavior is offensive, harassing, disruptive, or threatening. No loitering inside the Resource Room is allowed. In the event that WC staff observes a visitor is behaving in a threatening manner, security and/or law enforcement will be called **IMMEDIATELY** to remove the person from the facility. The person will be denied any future services at any Fresno County Workforce Connection facility. The Resource Room is under video surveillance for the protection of visitors, staff and facilities.

**Please ask a Resource Room staff person if you have any questions about these guidelines.**

**ADMITTANCE:** You will be issued a Passport, which must be used to access the Resource Room. It is unacceptable and grounds for denial of further access to Workforce Connection facilities for a visitor to access WC resources to use, submit, publish, display, or transmit on the Internet or e-mail system any information which (a) violates or infringes on a person's right to privacy; (b) contains or depicts defamatory, false, abusive, obscene, pornographic, profane, threatening, racially offensive, harassing, or discriminatory language, or otherwise is illegal; or to (c) conduct any unapproved business; (d) solicit any activity that is prohibited by law; and/or (e) conduct any political activity. Workforce Connection is not responsible for the accuracy of any information found on the Internet.

**COMPUTER USE:** For equal opportunity for all visitors to access a computer, **Workforce Connection reserves the right to limit each visitor's daily use to a maximum of two (2) hours, with adjustments as necessary based on usage.**

**TELEPHONE:** Phones are to be used to conduct WC related activities only. When talking on the phone, conversations should be kept low to show respect for others in the Resource Room. If you need to make a long distance call to a potential employer, you must first register that call with the staff member at the reception area.

**INTERNET AND E-MAIL USE:** The Internet is available to aid in your work for WC related activities only, and **must not be used to conduct other personal business, research, e-mail, or for accessing websites not related to job search or training activities.** Any visitor who knowingly accesses websites that deals with pornography, hate, weapons, terrorism, etc. will be asked to immediately leave the facility and could be denied further access to WC facilities.

**USB MEMORY DEVICES:** Visitors may use their own USB memory devices in the Resource Room. WC assumes no responsibility for damage to USB memory devices or loss of data files. Copyrighted software is not to be copied from or to any WC computer. Visitors are responsible for any consequences of copyright infringement through printing or downloading from the Internet. Please label your USB memory devices -- all un-labeled USB memory devices left in the Resource Room will be discarded.

**CELL PHONES:** As a courtesy to other visitors, please turn-off and do not use a cell phone while you are in the Resource Room

**CHARGING ELECTRONIC DEVICES:** It is permitted to charge electronic devices by plugging into a computer's USB outlet only, provided you are using the workstation for WC activities. WC assumes no responsibility for personal items that are lost, stolen or damaged.

**FAX & COPIER USE:** Faxes sent from WC are for WC related activities only; a visitor is not allowed to receive a fax in the Resource Room. Copiers/Printers are available for job search or WC (including Partner program) purposes only. Visitors are limited to copying/printing no more than 20 pages/copies without prior staff approval. **Visitors must not attempt any type of maintenance or repair on any WC equipment or office machine.** Any problem with Resource Room equipment is to be reported to a staff member.

**PERSONAL BELONGINGS:** Visitors must limit personal belongings in the Resource Room (i.e., small bag or notebook). WC assumes no responsibility for personal items that are lost or stolen. No visitor shall possess any weapon, i.e., firearm, knife, and/or similar implements, of any kind within any WC facility. Any visitor who is observed to possess such a weapon will be escorted from the facility by authorities, and such possession may be grounds for denial of further access to any WC facility.

**GUESTS AND/CHILDREN:** Guests and/or children are not permitted in the Resource Room, nor may children wait in the lobby without supervision. Limited childcare may be available, please see front desk staff for further information.

**FOOD AND BEVERAGES:** Food and beverages, including water, or smoking are not allowed in the Resource Room.

**APPROPRIATE ATTIRE:** Modest attire is required; shoes and shirts are required. Please see the posted Dress Code guidelines for further details.

**LIBRARY:** Workforce Connection resource books and/or videos are not to be removed from the Resource Room.