

## of Security Procedures and To Encourage Students and Employees To Be Responsible For Their Own Security and The Security Of Others

Each year students and new employees will receive information about safety and security policies. Pierce Law will annually evaluate its security policies. Suggestions for improvement will be welcome from any member of the community and should be addressed to the Vice President for Finance.

### V. Program To Inform About The Prevention Of Crimes

Pierce Law will annually publish and distribute security policies and guidelines. If relevant additional publications are available, they will also be distributed.

### VI. Statistics

During calendar year 2007 the following criminal offenses were reported to the local police:

Crime	# of Occurrences
Murder	0
Rape	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor Vehicle Theft	0

### VII. Criminal Activity At Off-Campus Student Organization

There are no off-campus student organizations at Pierce Law.

### VIII. Statistics on the number of arrests for the following crimes occurring on campus:

Crime	# of Occurrences
Liquor Law Violations	0
Drug Abuse Violations	0
Weapons Possession	0

### IX. Alcohol and Drug Abuse Policy

In accordance with the Drug Free Schools and Communities Act Amendments of 1989, Public Law 101-225, Pierce Law annually publishes and distributes to each student and employee the Franklin Pierce Law Center Alcohol and Drug Abuse Prevention Policy as part of this Student Handbook.

### X. Suggestions

Any member of the Pierce Law community with suggestions for changes in Pierce Law's Security Policy is urged to send the suggestion in writing to the Assistant Dean of Students or the Vice President for Finance.



## PIERCE LAW CENTER PARKING POLICY

1. Pierce Law allows students, faculty and staff to park in all three of our parking lots free of charge between the hours of 6:00am – 1:00am daily without a parking permit.

2. Parking is available on a first come first served basis. The number of individuals looking for parking frequently exceeds the number of spaces available. Therefore, at times it will be impossible for everyone to find a space in one of our lots.

3. Limited overnight parking is available in Lot # 3 only. The fee per semester for overnight parking is \$75.00. To apply for overnight parking, please see Christine Boisvert in the Registrar's Office. If we receive more applications than we have spaces available, a lottery will be conducted to determine who will be issued a permit. Students will be notified of lottery results via Pierce Law email. Students who have completed an application are permitted to park overnight in Lot # 3 until the results of the lottery are made available.

Overnight parking applications are due by the following dates:

- Fall semester - Sept. 1.
- Spring semester - Dec. 1
- Summer semester - May 1

Additional policies regarding overnight parking will be provided to all students who are issued an overnight parking permit.

4. Vehicles without a permit parked in any of the lots after 1:00am will be towed, without notice at the owners expense.

5. Upon request, a special exception may be granted allowing temporary overnight parking in Lot # 3. The duration of any exception will be no longer than two nights and only one exception per student will be granted during the academic year.

6. All vehicles parked in any of the Pierce Law lots must have a current registration and valid inspection sticker if applicable.

7. Parking is strictly prohibited at all times in the fire lanes, no parking zones, reserved spaces and grassy areas.

8. Parking in handicapped spaces is restricted to those with handicapped parking permits from a state or municipality.

**Please note:** The City of Concord periodically checks parking in fire lanes and handicapped spaces and issues tickets to those parked illegally.

9. Parking is at the owner's risk. Pierce Law assumes no responsibility for vehicles or their contents. It is advisable to lock vehicles and place valuables out of sight in the trunk or glove compartment.

10. Vehicles may not be left in a lot for extended periods of time (i.e. over vacations/breaks or during the summer).

11. During snow emergencies declared by the City of Concord, there is no on street parking allowed. Vehicles may be parked in White Park. Parking is prohibited in White Park at all other times.

12. Vehicles must be moved from the lots as advised for snow removal.



## PIERCE LAW LIBRARY

The library welcomes students from around the country and the world. The library staff and students who work at the circulation desk are a kind and helpful group. Please ask any of them for help.

### What is on Reserve: Course Text Books

Copies of texts are kept on reserve for the semester they are being used. These titles may be checked out for use in the library or in class. Please check out the item near the beginning of class time and return it when class ends. The three hour limit will be observed. If your class runs longer, please see Kathy Fletcher to cancel any fine. Course packs are not purchased by the library.

### Faculty Assigned Reading Materials

Files containing current photocopied materials from faculty are kept at the circulation desk. This material is made available as soon as possible after it is received from the instructor. Each item is filed under the name of the instructor.

### Fines for Reserve Items

Overdue reserves are charged at the rate of \$ .50 per hour to ensure items are returned in a timely fashion.

### Study Rooms

- There are 6 private rooms in the library for study. There is a four hour time limit per day per person or group.
- All room reservations are recorded and keys checked out at the circulation desk. There is a charge of \$ .50 per hour for keys kept past the time due.
- Groups of two or more may reserve a room for up to one week ahead. An individual may use rooms that are available at the time of use. Reservations for individuals will not be accepted.
- Reservations are honored for 10 minutes. The key is then made available to others.
- The student who checks out the key is responsible for the condition of the room and all equipment in that room. Do not leave the room unlocked.

### Library Security Alarm

To maintain the integrity of the collection, the library has a secured entrance that will sound an alarm when sensitized materials pass through the gates.

If the alarm sounds when a patron leaves the library he is required to report to the circulation desk so items in bags or briefcases can be removed for checking. Frequently, tapes or books from other libraries or bookstores, and electronic items, trigger the alarm. A few minutes of checking can prevent unnecessary alarm activation in the future.

A patron may pass through the gate only after the reason for the activation of the alarm is determined.

Failure to stop when the alarm sounds upon exiting is a violation of library policy and a possible violation of the honor code.

### Food and Beverage Policy All Library Areas

- **Food is not permitted in any of the Library Areas including the first floor "cafe area" and all study rooms.**
- Beverages in rigid containers with snap or screw on lids **are** permitted.

### Borrowing Library Materials

Most items that check out may be borrowed for two weeks. Reserve items are checked out for only a few hours. Please be sure to know when your items are due. Fines are \$ .50 a day for general borrowing and \$ .50 an hour for hourly borrowing. Library records are to be cleared by the last day of the semester. Names of students who have overdue items or outstanding library fines will be sent to the registrar. Students with unclear records will have a block on all library borrowing until record is cleared.

### Silent Areas

Quiet conversation is allowed on the second floor and in study rooms. Conversation in these areas should be kept at a low level. All other sections of the library are "silent zones". Offenses should be brought to the attention of library staff.

### Photocopying/Printing System

You may print at any one of three stations: (1)ACR computers (2) library computers on the first floor. (3)the printer on the second floor of the Library.

All new incoming students will be given a photo ID card which also serves as their library printing/photocopying card. The "Card Dispenser" machine, located in the Library,