



**1261 Travis Boulevard, Suite 320
Fairfield, CA 94533
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HOUSE RULES FOR USING THE COOPERATING COLLECTION

We are pleased to be able to offer the community the resource of the Cooperating Collection of the Foundation Center. To ensure that everyone has the best possible experience using the Collection, we ask that you follow these simple rules.

Please:

- Do not arrive before 10:00 AM or stay after 3:00 PM.
- Sign in and out using the Attendance Log.
- Turn off all cell phones and other communication devices. If you must use your cell phone, please do so outside the front door of the building, not in the office or the elevator lobby.
- Try to keep talking to a minimum.
- No food, drink, pets, children, or music.
- Follow specific instructions from the Foundation staff.
- Be aware of others who are waiting to use the workstations. Use is limited to blocks of time of thirty (30) minutes.
- Ask for assistance if the computer or printer is not functioning properly. *Do not try to troubleshoot any problems yourself.*
- If you use the printer, please complete the forms to let us know the total number of pages.
- Do not remove ANY materials from the premises.
- Do not copy files onto any type of storage device.
- And, please complete an evaluation form at the end of your session to help us to best serve users of the Collection.

Thank you.

The Foundation Staff