

Center for Creative Photography Code of Conduct

1. Physical Access

The Center for Creative Photography (CCP) is free and open to the public from Monday to Saturday from 10 a.m. to 4:30 p.m. Galleries are open and free to the public from Tuesday to Saturday from 10 a.m. to 4:30 p.m. No University of Arizona affiliation is necessary to visit. Information about building closures and other visiting policies can be found here: <https://ccp.arizona.edu/about/visit/>

CCP's Laura Volkerding Study Center and Fine Print Viewing Room are open to researchers with appointments from Monday through Thursday from 10 a.m. to 4:30 p.m. unless noted. Again, no University of Arizona affiliation is necessary to visit. Information about setting up an appointment and further policies can be found here: <https://ccp.arizona.edu/research/laura-volkerding-study-center/>

2. Digital Access and Reference Services

CCP maintains a publicly accessible online gallery to its collection of fine prints, which can be found here: <https://cspace.arts.arizona.edu/search> Public online access to finding aids for its archive collections can be found here: <https://aspace.ccp.arizona.edu>

Researchers who are unable to visit CCP in person can learn more about the collection, set up virtual reference appointments, and request scans of archive material through our research services. More information can be found here: <https://ccp.arizona.edu/research/research-services/>

Reference requests are typically answered in the order they are received. As a public-serving institution, CCP approaches all research queries in the same manner and does not grant expedited or special access to certain individuals or organizations.

3. Use of Physical Facilities

Food and drink are permitted in the lobby of CCP; however, they are prohibited in all other spaces of the building. Food and drink can be stored temporarily in the public lockers located in the lobby.

Bicycles are not permitted in the building. They can be locked at one of the bike racks outside of the building. Electric scooters are not permitted on the University of Arizona campus unless expressly approved by the University as outlined in the policy here: <https://parking.arizona.edu/alt-transportation/E-scooter>

CCP, as part of the University of Arizona, is a smoke-free zone. No tobacco use, alcohol, or drugs of any kind are permitted on the premises.

Animals, with the exception of service animals, are not permitted on the premises. More information on the University's policies regarding animals on campus can be found here: <https://drc.arizona.edu/planning-events/animals-campus>

Only small bags and purses are permitted in CCP's galleries. No bags are permitted in the Volkerding Study Center and Fine Print Viewing Room. Belongings can be stored in the public lockers located in the lobby. CCP is not responsible for lost, stolen, or unattended items. Unattended or unclaimed belongings may be disposed of or reported to law enforcement.

Photography is permitted in CCP's galleries unless otherwise noted. However, flash or other supplemental lighting is not permitted. Selfie sticks and tripods are also prohibited. More information about CCP's photography policy can be found here: <https://ccp.arizona.edu/about/visit/>

Pens are not permitted in CCP's galleries, the Volkerding Study Center, or the Fine Print Viewing Room. Please leave pens in one of the lockers located in the lobby. Pencils can be provided by staff.

Promotional flyers and related materials should not be hung anywhere in the CCP building, including public restrooms.

4. Safety

If the fire alarm sounds, visitors are required to leave the building following instructions from CCP staff. If the fire alarm is sounding as a visitor approaches the building, they should not attempt to enter until approval has been given by CCP staff.

Visitors are required to comply with emergency procedures as directed by CCP staff.

5. Disruptive Behavior

Disruptive behavior is defined as behavior which interferes with other patrons' use of the facility or with the ability of staff to perform their duties. Following University of Arizona guidelines, such behavior is not permitted at CCP. In addition, threatening, harassing, or intimidating behavior directed toward any person (visitor or staff) is not permitted on site, in digital communications, or over the phone. Additional disruptive behaviors include, but are not limited to:

- Indecent exposure and explicit sexual acts are not permitted.
- Vandalism, damage to CCP property or facilities, and theft will result in notification of law enforcement. Other violations of local, state, or federal law will likewise result in notification of law enforcement.
- CCP, as part of the University of Arizona, is a weapons-free zone.
- Offensive language and offensive hand or body gestures are not permitted on the premises.
- Soliciting, loitering, and other behaviors which interfere with the intended uses of CCP are not permitted.
- Visitors must be fully attired, including footgear and a shirt or other upper-body covering, in order to enter the building. Visitors with personal hygiene issues that interfere with other patrons' use of the space may be asked to leave.
- Any behavior or action that causes a safety hazard to others or the building, or which interferes with operations in general will be addressed immediately and the person responsible for such behavior or action will be asked to leave CCP.
- Researchers working in the Volkerding Study Center or the Fine Print Viewing Room should limit conversation, speak quietly, and not use mobile phones.

CCP staff will enforce this Code of Conduct at all times in a fair and reasonable manner. Visitors who refuse to comply with direct requests from staff or who engage in persistent disruptive behaviors or violations of this Code may be asked to leave the premises and may jeopardize their access to CCP and its collections.