

LIBRARY CONDUCT GUIDELINES

PERMISSIBLE USE OF COMMUNICATION DEVICES

Cell Phones and Pagers

Indiana University-Purdue University Fort Wayne
Walter E. Helmke Library
Fort Wayne, Indiana

Rationale

The library is primarily committed to providing easy access to information and an atmosphere conducive to study and research. Noise of any sort detracts from the atmosphere that encourages study and research.

The Policy

Appropriate use of cell phones, pagers, and similar electronic devices as well as any other noise, such as loud conversations, should be governed by common sense and courtesy to others using the library to study.

Cell phones, pagers, and similar electronic devices must be set at silent ring only in the library. Cell phone conversations should be limited to the snack lounge on the first floor or the stairwells.

The third floor of the library is designated as a “super quiet” floor.

A group study room with a networked computer is available and should be used for group meetings and projects. Tables on the first floor may also be used for group projects.

Auburn University
Auburn University Libraries
Auburn University, Alabama

Cell Phones: If ringing and talking appear likely to disturb other patrons, we ask that they go to another area of the library or outside to talk.

Tulane University
Howard-Tilton Memorial Library
New Orleans, Louisiana

Cell Phone Use Policy

Many people come to the library to find a quiet place to read and to study. Please respect others' need for quiet and observe these guidelines for cell phone use in the library.

Please turn the cell phone ringer off or to a non-noise setting upon entering the building.

Cell phone use is acceptable in:

- Elevator lobbies
- Snack lounge and telephone lobby in the basement

Cell phone use is prohibited in:

- All stack areas

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

- Reading room areas
- Study and seminar rooms
- Library Instruction Room
- Government Documents
- Microforms and Newspapers area
- Maxwell Music Library
- Latin American Library
- Service desks

Please use a low voice when using a cell phone in the acceptable areas. The library reserves the right to ask patrons to leave the building if they are using cell phones in restricted areas or disturbing others in any area of the library.

Paging in the Library

North Seattle Community College
North Seattle Community College Library
Seattle, Washington

Because the library does not want to unduly disturb patrons studying in the Library, the principle purpose of the library public address system is to announce library closing. The Library will refer all requests for paging patrons in the Library to Campus Security. The public address system will be used to page a patron only in extreme emergencies.

Guidelines

When asked to page a patron in the Library, give them the Campus Security phone number: 527-3636 or refer the requester to the Campus Security Office to help them locate the person.

A Librarian will decide if a situation is an extreme emergency and warrants using the public address system or walking around the library in search of the patron. If a Librarian is not available, a full-time Library Technician will decide.

Patron Use of Reference Desk Telephone

Auburn University
Auburn University Libraries
Auburn University, Alabama

Phones at the Reference Desk

Generally not to be used by patrons since we now have campus toll free phones as well as pay phones.

University of Texas at Austin
University of Texas Libraries
Austin, Texas

Public Use of Library Telephones

Telephones at the reference and information desks are for official library use only. Users are referred to the nearest pay phone for off-campus calls or the nearest on-campus phone for campus calls.

BEHAVIOR GUIDELINES

Code of Conduct

Brock University
James A. Gibson Library
Saints Catharines, Ontario, Canada

Code of Conduct

Preamble

The James A. Gibson Library is responsible for securing the Library's scholarly resources and safeguarding its collections and equipment against theft and abuse. The Library also aims to provide a suitable environment for research, study, instruction and reading for its authorized users.

In order to satisfy these goals, the Library has established the following Code of Conduct which addresses the use and protection of the collections; the use and protections of the building and library equipment; the library environment; library staff security procedures and formal disciplinary procedures.

Violations against persons are also noted in this document.

This code has been developed to augment, and is consistent with, the Code of Student Conduct and Disciplinary Procedures in Non-Academic Matters, as published in the Brock University Calendar.

The following behaviors are in conflict with the mission of the James A. Gibson Library and are cause for action by the library staff or a representative of the library staff:

Use and Protection of the Collections

Removing, or attempting to remove, library materials, equipment or property without checkout or other official library authorization.

Stealing or knowingly possessing stolen library property.

Defacing, mutilating, or otherwise damaging library property.

Concealing, or reserving without library authorization, material in the Library for the exclusive use of an individual or group.

Failing either to return or renew materials when due, or failing to clear delinquent accounts by payment of fines.

Not allowing search of possessions when the security alarm has been activated upon exit.

Use of the Building and Library Equipment

Being in non-public areas without authorization, or in library facilities during closed hours, or during emergency drills or evacuations.

Opening emergency exits, except in emergency situations, or blocking emergency exits or aisles.

Vandalizing or defacing the Library buildings, furniture or equipment, or engaging in behavior that could do so.

Unauthorized use of the library computers as specified in Section 9 of the Code of Student Conduct.

Refusing to show Brock or other identification upon request of library staff.

The Library Environment

Consuming food or drinking liquids in unapproved containers while in the Library.

Smoking or using illegal drugs while in the Library.

Engaging in disruptive or distracting behavior that interferes with library-related activities, or is potentially harmful or dangerous.

Using portable or cellular phones.

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Bringing animals other than guide/assistance dogs inside the Library.

Library Staff Procedures

In order to satisfy the Library's mission to secure its resources and provide a safe working/study environment for staff and library patrons, library staff are authorized to:

Check all possessions of persons as they leave the Library.

Request to see the identification of any person in the Library.

Question any person if it appears that library regulations are being violated.

Request that any person in conflict with library regulations leave the Library.

Contact Brock University Campus Police and request that any person having been identified as violating library regulations wait until Campus Police personnel arrives.

Violations Against Persons

Violations against persons including Brock University library staff and library patrons, as well as authorized sanctions against violators are described in the Code of Student Conduct published in the Brock University Calendar under the section heading "Non-Academic Misconduct."

Formal Disciplinary Procedures

All the offences described above are considered sufficiently serious to warrant immediate and firm disciplinary action, and action will be taken depending on the nature of the offence. The Library may impose a sanction (including warning, fine, community service, restitution for damages, and temporary exclusion from the Library). Repeat offences and more serious offences will be referred for follow-up disciplinary measures to the Campus Police Office and the University Discipline Officer, with possible sanctions as noted in the University Code of Conduct. In addition, serious offences may also be referred by the Campus Police Office and the Associate Vice-President (Student Services) to Niagara Regional Police to be prosecuted through the criminal courts.

New York University
Bobst Library
New York, New York

Unacceptable Conduct

Users will refrain from engaging in behavior that leads to the denial of, or unreasonable interference with, the rights of others; or which disrupts the regular operations and activities of the Library. Behavior which is considered to be in violation of Bobst Library Conduct Code includes, but is not limited to:

- creating a disturbance or behaving in a manner which interferes with normal use of the Library (including rowdiness, noise, offensive interpersonal behavior, and the use of laptops and cellular phones in designated quiet study areas)
- removing or attempting to remove Library materials or property from the building without authorization
- damaging Library property (including mutilating Library materials by marking and/or underlining pages, tearing or cutting out pages or sections thereof, removing binding and staples, removing or tampering with security tags)
- refusing to honor Library regulations regarding overdue items, materials recalled by the Library, and the payment of fines and/or fees for lost or damaged Library materials
- concealing Library materials in the building for the exclusive use of an individual or group
- leaving personal materials and library books that have not been checked out unattended in stacks and study areas for extended periods of time or overnight
- refusing to abide by regulations (as specified in Responsibilities of All New York University Computer and Network Users) guiding access to and use of computing and networking

LIBRARY CONDUCT GUIDELINES

resources at New York University, including Bobst Library, failing to adhere to copyright laws and/or University policies on copyright

- smoking anywhere in the building
- eating or drinking in the building, except in designated areas
- being in an unauthorized area of the Library, or remaining in an area after its closing
- staying in the building when requested to leave during emergency situations or drills sharing an NYU ID, Consortium, Friends of Bobst or reader's card to allow unauthorized users entrance to the library

Violations of the Bobst Library Conduct Code may be referred for disciplinary action under applicable Library and/or University disciplinary processes. Where appropriate, instances of misconduct may be referred to local, state or federal law enforcement officials.

Fragrance Use

North Seattle Community College
North Seattle Community College Library
Seattle, Washington

Fragrance Use

In compliance with the North Seattle Community College Indoor Air Quality Policy and to provide a facility conducive to concentrated and effective use of library materials and services, the Library encourages a fragrance-free environment. The Library Staff has the responsibility to intervene courteously, but firmly, when the use of chemical scents interfere with the rights of others.

Guidelines:

1. The Library Classroom (2238A), Electronic Classroom (2236B), and the Typing Room (2233A) are designated Fragrance-Free classrooms.
2. When a Library patron complains of another patron in the Library wearing a heavy scent (cologne, perfume, etc.), approach the individual, introduce yourself, explain the problem, and ask for consideration or changes in behavior that can improve the situation. Offer the offender a copy of the handout provided by the Educational Access Center (located on the Reference Desk shelves).
3. When a Library Staff person detects a patron in the Library wearing a heavy scent (cologne, perfume, etc.), approach the individual, introduce yourself, explain the problem, and ask for consideration or changes in behavior that can improve the situation. Offer the offender a copy of the handout provided by the Educational Access Center (located on the Reference Desk shelves).
4. Direct the complainant to a designated fragrance free Library classroom.
5. If the problem persists then students may report the problem to Student Complaint Officer.

Photography in the Library

Syracuse University
Syracuse University Library
Syracuse, New York

Introduction

These guidelines apply to all facilities of the Syracuse University Library: E.S. Bird, Science and Technology, Math, Geology, and Physics Libraries, the Belfer Audio Laboratory and Archive, and the Architecture Reading Room.

Visitors to the campus or the Library are welcome to take a few photographs for their personal use without formal authorization from the Library Administration, providing Library staff and users are not

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inconvenienced in any way. All other photography, video, or filming requests must be approved by the Library Administration according to the guidelines and procedures below. Photography, videotaping, or filming for commercial or news media purposes also must be cleared through the Syracuse University Office of News Services and Publications.

Guidelines

Use of photographic, videotape, or film equipment within the libraries:

- must not interfere with the study, research, privacy, or safety needs of Library users
- must not violate any Syracuse University policies, rules, or regulations
- may not hinder access to exits, stairways, corridors, doorways, and other library facilities
- may sometimes be restricted during midterms or near final examinations.

Those wishing to make extensive use of photographic, video, or film equipment, use lights or tripods, or shift (or otherwise make use of) Library materials or furniture, must also:

- (1) schedule the project for a period of low library usage;
- (2) minimize disturbance to library staff and users;
- (3) minimize re-arrangement of furniture or library materials, return any furniture used to its original location, and place library materials in designated locations for re-shelving
- (4) keep in mind that library staff prefer not to be filmed or photographed when working.

Procedures

Individuals or groups wishing to photograph, videotape, or film within the library must:

- (1) complete the Request to Photograph/Videotape/ Film in Syracuse University Library Facilities form on the reverse side of this page. This form also is available in the Library's administration offices, at the circulation desk at the Science and Technology Library in the Carnegie Building; or at library.syr.edu/policies
- (2) submit the completed request form for review at the Library Administration Office (Monday-Friday, 8:00 a.m.–5:00 p.m.) as far in advance of the requested time as possible
- (3) receive a copy of the approved and signed request form
- (4) be prepared to present the approved request form to Library staff upon request at any time in which photography/videotaping/filming is taking place
- (5) obtain the prior consent of any individual who is to be the subject of the photography/video-taping/filming.

Right to Terminate

The Library reserves the right to terminate any photography, videotaping, or filming that causes an undue disturbance, violates Library or University policies or regulations, or endangers the health and safety of participants, Library patrons, and Library staff.

University of California Berkeley
University of California Berkeley Libraries
Berkeley, California

Filming in the UC Berkeley Library

Filming or photographic work must be coordinated carefully so that it does not disturb students, faculty, other library users or staff.

Special arrangements must be made with the Librarian's Office in advance to film in study areas such as Morrison Library or the North Reading Room. The Library Administration reserves the right to disallow proposals which will disrupt or inconvenience normal library use.

Common sense and consideration should be used in photographing individuals. Photographs of individuals, particularly close-ups, may be taken only with the person's express permission.

LIBRARY CONDUCT GUIDELINES

When photographs or film are used for any commercial purpose, and certain other purposes, The Library requires credit, in print, in any finished product, as well as a copy of the publication or film for inclusion in The Library's collections.

A service fee is normally charged. For non-profit and UC Berkeley-affiliated organizations, the charge is \$50 per hour for the filming session; if the request is made by a commercial organization and/or appears complex, we will charge \$500 per hour. For questions, please telephone Library Administration,

Eating and Drinking

Brock University
James A. Gibson Library
Saints Catharines, Ontario, Canada

Food and Drink Policy

In the interest of providing a comfortable and positive learning atmosphere for our users, the James A. Gibson Library allows the consumption of snack food and non-alcoholic beverages in most areas. To maximize the continuing value of the Library's collections, equipment, furnishings, and carpet, please adhere to the following guidelines:

Allowable areas: At study tables, chairs, study carrels and in group study rooms.

Non-allowable areas: Special Collections and Archives, the e-classroom, Sound and Video Collection, Map Library, and at computers.

Non-allowable items: Hot food of any kind, and open drinks. Deliveries of food are prohibited. Library-authorized deliveries for sponsored events are not subject to this policy.

Please dispose of trash in the refuse baskets or recycling bins located throughout the Library.

Please report spills and/or waste issues to Library staff.

Thank you very much for your cooperation in maintaining the Library and in reducing litter.

Gonzaga University School of Law
Chastek Library
Spokane, Washington

Food and Beverage Policy

Beverages in spill-proof containers are permitted in all areas of the Library. Please use extra care in handling beverages in the Computer Labs so as to avoid damaging any equipment.

Eating food or using tobacco products is not allowed in the Library.

Problem Students

University of Indianapolis
Krannert Memorial Library
Indianapolis, Indiana

Patrons causing disruptions or public nuisance can be asked to leave by library staff at their discretion; if the offence is egregious or appears dangerous, library staff may call Campus Police to handle it.

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University of Illinois at Urbana-Champaign
University Library
Urbana, Illinois

Disruptive Behavior

Disruptive behavior is detrimental to the Library's mission and to staff and patron safety. Disruptive behavior includes, but is not limited to, the following:

- Abusing, threatening, or intimidating Library staff or patrons through language or actions.
- Fighting or other behavior that creates excessive noise or commotion.
- Bringing weapons, simulated or real, into any Library facility.
- Playing musical instruments or audible electronic devices.
- Using bicycles, skateboards, or skates.
- Refusing to leave a Library unit at closing time.
- Entering areas of the Library marked "Staff Only."
- Engaging in sexual harassment and/or overt sexual behavior.
- Displaying overt signs of substance abuse, including drunkenness.
- Petitioning, conducting unauthorized surveys, or direct distribution of any non-library materials.
- Soliciting goods, services, or donations.
- Bringing bedding into any Library facility.

Staff will take appropriate action to remedy disruptive behavior.

Noise in the Library

Brock University
James A. Gibson Library
Saints Catharines, Ontario, Canada

Study and Work Space in the James A. Gibson Library

Campus libraries are places for learning. People need quiet places to study and work as well as space for group learning and collaboration. Libraries are also centers for teaching, where library staff instruct individuals and groups in the use of information resources and materials.

To create an environment that serves each of these needs, we have designated three distinct types of library areas:

Common Areas—Usually busy with high traffic levels. These areas are intended for group study and or instruction and include library service desks. Here, conversational noise is to be expected. Most of the main floor of the Gibson Library is designated a common area. The common areas are near the Reserve, Circulation and Reference/Information Desks, and in the northwest area of the floor where the group study rooms and tables are located. A quiet study is available on the southwest side of the main floor where individual carrels are provided.

Quiet Areas—Intended to serve as quiet space for readers and students. In these areas only low-level talking is permitted. Floors 5, 6, 7, and 8 are quiet areas.

Silent Areas—Intended to serve as silent, individual study space for readers and students who need to concentrate. No talking is permitted. Floor 9 and 10 are now silent areas.

Each floor of the Gibson Library has signage indicating designated areas.

College of Charleston
College of Charleston Libraries
Charleston, South Carolina

5.0 Noise Policy

5.1 Patrons may use the main floor of the library for collaborative work and quiet conversation. Students may also use one of the many group study rooms for these activities. (Some of the other areas of the library—the second and third floors—are designated quiet areas. With the cooperation of everyone, these areas should be kept free of excessive noise.

5.2 Use of cellular phones is prohibited throughout the interior of building, except in the cafe. Please read Policy #33 regarding the use of cellular phones.

5.3 Audio equipment may only be used with headsets and should not be audible by others.

5.4 If a patron reports a noise or disturbance to a staff member, the staff member will ask the person(s) involved to move or be quiet. If a staff member receives a second complaint, the person(s) making the noise will be asked to leave the building.

Gonzaga University School of Law
Chastek Library
Spokane, Washington

Noise Policy

As an academic law library, we seek to provide a scholarly environment that allows for quiet study. All three floors of the Library, including the Computer Labs, are quiet study areas. Although we recognize that certain library activities (such as reference and circulation) or patron activities (such as the use of computers) generate some noise, we ask that all patrons and staff work cooperatively to minimize the noise level in the Library. If you must talk in the Library, please respect the needs of those who seek a quiet place to study by keeping your voice to a whisper and your conversation to a minimum. Students are asked to use the common areas outside of the Library for telephone calls and general conversation.

The third floor of the Library is intended to be the quietest of the three floors. It has more study space than other floors and is located furthest from the Circulation Desk and the Computer Labs. Please make a special effort to maintain the quiet on the third floor by not talking in the open areas. Conversations are allowed in the third floor study rooms, however, please note that the rooms are not soundproof. When using a study room, keep the door closed and talk in a normal tone of voice so as not to disturb those who are studying outside the room.

Sleeping in the Library during Finals

University of Texas at El Paso
University Libraries
El Paso, Texas

Sleeping in the Library during Finals

The Library is open 24 hours for one week at the end of each semester to provide a place for students to study and prepare for final exams. It is understood that students will be working long hours, exhaustion occurs and falling asleep while studying in the Library is understandable; however “camping out” in the Library is not permitted. Any kind of bedding including pillows, blankets, and sleeping bags is not permitted. Library staff and/or security guards will patrol the library and enforce this library use policy.

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Unattended Children

Augustana College
Thomas Tredway Library
Rock Island, Illinois

Children Disruptions Policy

Although we welcome all of the community to use our facility for study and research purposes, the Thomas Tredway will not tolerate disruptions from children in the library. If children are in the library and are creating a disruption:

A supervisor or librarian will ask the parent to please have the children stop doing whatever is creating the disruption and remind them that the library is a place for quiet study and research.

In the absence of a parent, the children themselves will be told.

If the disruption continues, campus security will be called.

Olin College
Olin College Library
Needham, Massachusetts

Campus facilities are designed for use by members of the campus community. The campus community includes students, faculty, staff, and sanctioned visitors. The Olin College Library welcomes children of the community sufficiently mature to not disturb others' study and accompanied by a parent or adult caregiver.

Children 13 years and younger must not be left unattended in the library.

The safety and security of children is very important and is the responsibility of the parent or adult caregiver. The Olin College Library is open to the public, a situation that can present risks to children. Staff cannot assume responsibility for children's safety and comfort when they are unattended.

Please note:

A child 13 and under must be under the supervision of an adult who assumes responsibility for him or her while in the library.

Parents and adults must monitor all activities and behavior of their children while they are in the library and are responsible for any damage to property done by the child.

Olin students, faculty, and staff have priority use of computers and group study rooms.

If a child is left unattended in the library, or in the event of an emergency situation, staff will notify security.

Adapted from College of St. Catherine Libraries: March 30, 2005.