

University/College Library / Academic Success Center

Building Use Policy

This facility provides the students, faculty and staff of the institutions served with a pleasant environment conducive to study, research and the continuation of the educational process. It is important that there be procedures and policies in place to protect library users, materials, equipment and the facility; therefore, the following policies will apply in all public service areas.

Animals

No animals are allowed within the facility other than those assisting persons with disabilities.

Children and Minors

Parents or caregivers who bring children into the facility are responsible for monitoring their activities and regulating their behavior. Disruption of patrons by children or minors is prohibited.

Destroying or Damaging Materials, Equipment, Software or the Facility

Examples of prohibited actions are listed below. (This is not an inclusive list.)

- The destruction, mutilation or defacement of any materials
- Misuse of furniture or the facility
- The intentional introduction of viruses into any system
- The damaging of hardware or equipment
- Tampering with software

Disruptions

Disruption to the study and research of patrons or the interruption of their educational process is prohibited. Examples of prohibited actions are listed below. (This is not an inclusive list.)

- Behavior that disturbs users or staff and interferes with use of the facility
- Odor constituting a nuisance or health and safety concern
- Creating excessive noise
- Harassment of others

Food and Drink

Drinks in closed containers are generally acceptable in the library. Food is not to be consumed in any computer area, Group Study Rooms, the ASC or Archives. Please eat and drink with respect for the library by cleaning up after yourself and bringing spills to the attention of the staff.

Loitering and Soliciting

Loitering and soliciting for donations or accosting patrons for any purpose that disrupts their use of the facility is prohibited.

Proper Attire

In order to maintain a safe atmosphere conducive to study, University/College Library users must wear some form of shirt, pants/skirt/dress, and shoes while in the library building (17).

Radios, CD Players, Cell Phones or Other Equipment

The use of any equipment that disrupts patrons is prohibited.

Security and Surveillance

Alarms, unmonitored video cameras and other security devices are in use in the building. Staff is authorized to search books and possessions to determine if a violation has occurred.

Smoking

Smoking of any type of cigarette including electronic or any use of tobacco products is prohibited within the facility.

Skateboards, Hoverboards, Roller or Inline Skates, and Bicycles

Skateboarding, using hoverboards, roller or inline skating and cycling are prohibited within the building. Bicycles must be parked in designated outside areas.

Persons who are unable to abide by this policy will be asked to leave the facility. Those refusing to comply will be subject to removal by Campus Safety. Students could be liable for disciplinary action as established by the College or University they are attending.

Revised October 4, 2017