

# University/College Library / Learning Resource 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.

### Food and Drink

With the exception of the Coffee Shop, patrons are prohibited from eating food inside the facility, and drinks are prohibited in computer areas. Drinks in covered containers may be consumed in public areas where there are no computers.

### 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).

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

### 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
- The damaging of hardware or equipment
- Misuse of furniture or the facility
- The intentional introduction of viruses into any system
- Tampering with software

### Smoking

Smoking or any other use of tobacco is prohibited within the facility.

### Animals

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

### Radios, CD Players, Cell Phones or Other Equipment

The use of any equipment that disrupts patrons is prohibited.

### 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.

### Skateboards, Roller or Inline Skates, and Bicycles

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

### Loitering and Soliciting

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

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 January 22, 2009