



## Library and Information Technology Code of Conduct

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### Summary

Library and Information Technology prides itself on providing an exceptional environment for research and study. To maintain this atmosphere, the cooperation of all users is needed. Users of the Ellen Clarke Library building are to conduct themselves at all times in a manner that does not interfere with others, and that is in keeping with the nature of Library & IT's programs and services. The library building provides areas for reading, study, consultation, examination and selection of resources and related activities. Any activity that interferes with these purposes is inappropriate. Anyone who disregards these purposes, is at a minimum, subject to removal from the building and/or restriction of privileges. In addition, violations of The Student Code of Conduct may result in charges being filed.

### Objective

The purpose of this policy is to outline the guidelines for acceptable behavior within the Ellen Clarke Bertrand Library.

### Requirements

#### Standards of Acceptable Behavior

Library & IT has established certain standards of behavior to better serve all users of the Ellen Clarke Library building. All library users have the right to expect that the library building will be a quiet, clean, pleasant place to choose books and other materials, to use computers and copying machines, to request information from Library & IT staff, and especially, to study.

This statement is intended for those whose behavior does not meet accepted standards. If these persons will modify their behavior, they are welcome as users; otherwise, the Library & IT Staff must ask that they leave the premises. If they refuse to leave, Public Safety will be called. Behavior becomes unacceptable when it infringes on the rights of others, when it could result in injury to oneself or others, or when it could result in damage. Examples of this kind of behavior include but are not limited to:

- loud or disruptive behavior
- rollerblades, skates or skateboards
- abuse/vandalism of library facilities or equipment
- animals other than guide dogs
- harassment/physical, sexual or verbal abuse of other library users or of library staff
- unsupervised children under the age of 12
- audio equipment without headphones
- violations of the ["Appropriate Usage Policy"](#) for computers
- unruly/offensive behavior
- endangering library materials
- violations of food and drink guidelines
- smoking or tobacco use
- discourteous use of cell phones

Library & IT staff appreciates your cooperation. If you feel that your rights to a conducive study environment are being compromised, please feel free to report it to any member of the Library & IT staff.

*Adapted from materials prepared by The American Library Association. 1986*