

Aurora University Library - Code of Conduct for Library Patrons

The mission of the Aurora University Library is to promote learning by providing information and access to information that supports academic programs, instructional needs, and extracurricular interests of the university community.

Aurora University students are the library's primary clientele. The needs of Aurora University students take priority over other patrons who are granted library privileges for the purpose of engaging in research or quiet study.

Personal Behavior in a Quiet Research Environment

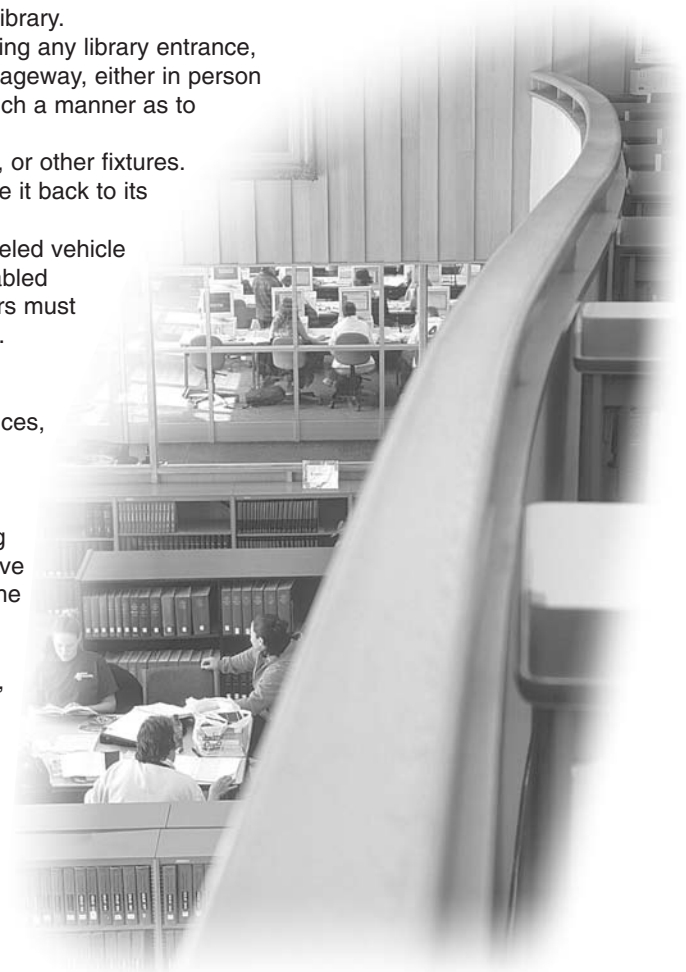
Prohibited behaviors include:

- Making excessive noise, including loud conversations or using pagers, CD players, radios, cell phones, etc. in a manner that disturbs others. Limit cell phone conversations to the lobby/circulation desk area, and maintain a minimal noise level so as not to disturb others. Cell phone conversations are not permitted in the stacks and study areas.
- Verbally or physically abusing or harassing library patrons or library staff, including challenging library staff's or patrons' attempts to maintain an atmosphere conducive to quiet study and research or to enforce the Library Code of Conduct.
- Verbally harassing, stalking, intimidating, physically restraining, or otherwise approaching a fellow patron in a threatening manner.
- Engaging in disorderly conduct, including running, fighting, challenging to fight, or provoking violence. Children under age 10 must be supervised by someone at least 18 years-old.
- Loitering, including refusing to leave the library promptly at closing. Legal definition of loitering: Being in an unauthorized area within the library, or remaining in the library after it is closed or when requested to leave during emergency situations.
- Opening emergency exits or setting off security and/or emergency alarms except in emergency situations.
- Using the library computers to view materials that create an intimidating, hostile, or offensive learning or working environment, or other inappropriate use of library computers, equipment, or furniture.
- Possessing alcohol or drugs, or showing signs of drunkenness or drug abuse.
- Evidencing excessive body odor, or use of perfume or cologne, which elicits general complaints or causes discomfort to other library users.
- Bathing or washing clothes in the rest rooms.
- Wearing inappropriate clothing, including not wearing shoes or partial nudity.
- Committing any illegal acts in violation of federal, state, or local law, ordinance, or regulation.

Protection and Safety of Library Patrons and their Research/Study Environment

Prohibited behaviors include:

- Bringing a weapon of any kind into the library.
- Willfully blocking or maliciously obstructing any library entrance, exit, lobby area, staircase, aisle or passageway, either in person or by causing objects to be placed in such a manner as to cause blockage or obstruction.
- Moving media or technology equipment, or other fixtures. If library furniture is moved, please move it back to its original location.
- Bringing into, or parking inside any wheeled vehicle other than those designed to assist disabled patrons. Skateboards or folding scooters must be placed out of aisles or passageways. Bicycles must be parked outside.
- Posting, displaying, or distributing any material, including but not limited to notices, advertisements, brochures, and newspapers in the library without prior approval of and official stamp from the student life department. Library building management reserves the right to remove and dispose of items that do not meet the library's criteria or that have not been specifically approved.
- Soliciting, surveying, selling of any kind, not specifically authorized by the library director.
- Filming or videotaping any area or room, staff, or patron within the library without the express written permission to do so by library building management, library administration, public relations, or human resources administration. When staff or patrons are filmed, their express permission must be obtained.



Use and Protection of the Library's Collections

Prohibited behaviors include:

- Eating and drinking while using the library's computers, or eating and drinking in such a manner that jeopardizes the collection. Use of tobacco products is prohibited. Damage caused by food, liquid, or tobacco products is defined as vandalism.
- Removing, or attempting to remove, library materials, equipment, or property without proper checkout or other official library authorization.
- Failing to renew or return library materials when due.
- Mutilating library materials by marking, underlining, removing pages or portions of pages, removing bindings, removing electronic theft prevention devices, or in any other way defacing or damaging library materials.
- Failing to adhere to copyright laws.
- Concealing materials within the library for the purpose of exclusive use by an individual or a group. Such an act is defined as vandalism.
- Monopolizing computers or other library equipment, materials, or facilities preventing others from using them. Computer use is limited to 30 minutes if others are waiting to use a computer.
- Refusing to show ID or submit possessions for inspection to library or security staff upon request.

Use and Protection of the Library Building and Equipment

Prohibited behaviors include:

- Vandalizing or defacing any part of the library building, its furniture, or equipment.
- Maliciously accessing, altering, disconnecting, deleting, damaging, or destroying any library computer system, network, computer program or data.
- Using any library computer to access material that cannot be directly related to the business, educational and/or research activities of the university, or projects sponsored by a university department, college, or the institution itself or its auxiliaries. The library's computers are reserved for research only. Email must be accessed and non-academic web surfing must be done in the computer labs.
- Unauthorized use of telephones at private offices and desks, and making off-campus telephone calls without permission.

Progressive Enforcement

• Step 1

If you are not observing the Aurora University Library Code of Conduct for Library Patrons, a staff member will ask you to comply and give you a flyer describing the compliance policy. If you comply, no additional action will be taken. Your cooperation with library staff is expected. Library staff will be polite toward you. Library users are expected to be polite to others in the library, and respect other library users. If you do not cooperate with staff or comply with the request, the process moves to Step 2.

• Step 2

If you are asked a second time to comply and/or you do not cooperate with the request politely and quietly, you will be asked for your identification and asked to leave the building. Step 2 may include a referral to the Student Judicial Board. If you refuse to comply, the process moves to Step 3.

• Step 3

If you refuse to provide identification and leave the building, Campus Safety will be called. If Campus Safety is called, you will be escorted from the library, an incident report will be completed and forwarded to the Student Judicial Board.

What you can do about noise in the library

- Lower your voice as you leave the lobby/circulation area, elevator, and stairwells.
- If you are working or studying with a group, work in close proximity with other members of your study group, and keep your voices down.
- If you are disturbed by noise in the stacks and study areas, please understand that the larger tables may seat a group working together. If you are disturbed by noise in the stacks and study areas, you may remind those who are making noise that the stacks and study areas are quiet study areas.
- If the problem persists, report it to a library service desk.

The library reserves the right to use the services of the Student Judicial Board and Campus Safety at any point in the progressive enforcement process.