

Use and Conduct Policy.

The following Use and Conduct Policies are intended to ensure a pleasant and productive environment for learning, study, and research for all users. The Use and Conduct Policies are applicable to all Library users and are enforceable by the Library staff.

General Behavior. Users are expected to respect other users and Library staff.

1. Disruptive activity or any behavior interfering with ordinary Library use or operation, or behavior likely to endanger others, or behavior that other patrons might reasonably find disruptive, is not permitted.
2. Interfering with a Library employee's performance of duties, including verbal abuse, intimidation, or any type of harassment, is not permitted.
3. Children under 15 years old are not permitted in the Library unless they are accompanied by an authorized user adults. Children must be under the constant supervision of an adult.

Library Noise Guidelines.

1. Low volume noise, talking, and collaborative work are expected and permitted in Welder Library. Talking and collaborative work are confined to the Court level. The lower level is reserved as a quiet study area.
2. When entering the Library facility, users must set phones and other electronic devices to silent/vibrate mode.
3. Phone conversations should be confined to the Library lobby.

Facility Use. Library facilities are intended for ordinary Library activities, and activities sponsored by the Library or University. Study rooms are available for study groups on a first-come basis. Users may not:

1. Enter or remain in unauthorized areas of the Library facility at any time or in any space when closed to the public. Users must leave the Welder Library at closing, during emergencies/evacuations, and whenever requested by Library staff or public safety personnel.
2. Obstruct access to study facilities, workstations, or library materials.
3. Vandalize, deface, damage, or destroy Welder Library furniture or equipment.
4. Tamper with fire systems.

5. Record or photograph Library users or employees without their knowledge and consent.
6. Bring animals into the Welder Library, with the exception of service animals assisting individuals with disabilities.
7. Bring bikes or motorized carts into the Welder Library. Other than strollers and vehicles used by persons with disabilities, wheeled vehicles, including skateboards, are not permitted in the Library unless carried as personal property.
8. Engage in unauthorized posting of material, or vending, peddling, panhandling, or solicitation of merchandise/services in the Library facility.
9. Exhibit personal hygiene or body odor that unreasonably interferes with ordinary Library use and operation.
10. Use Library areas for prolonged sleeping or as living quarters.
11. Bring firearms, other weapons, fireworks, or other dangerous devices/substances into the Welder Library, in accordance with University of Mary policy.
12. Smoke (including electronic cigarettes) or use of any form of tobacco in the Library facility, or near Library entrances. Smoking at the University of Mary is prohibited by campus policy.
13. Leave personal belongings unattended. Users are solely responsible for their belongings and personal items shall not be left unattended. The Welder Library is not responsible for damage or theft of personal property. Any unattended belongings are subject to be taken to the Library Lost & Found.

Collection Use. Users are expected to respect Library collections. Users must:

1. Check out or obtain proper authorization before removing Library materials, equipment, or property from the Library.
2. Refrain from deliberately misplacing Library materials to prevent or limit access by others.
3. Return Library materials on or before the due date or upon request by the Library.
4. Handle Library materials gently, such that they are not mutilated, defaced, or damaged.
5. Observe applicable intellectual property and copyright laws and electronic resource licenses.

Enforcement and Reporting. Library use is a privilege, not a right. Violations of these policies will be reported and consequences enforced. Anyone violating these policies may be asked to leave the Welder Library and refused future access. If an individual or group is not adhering to Library policies, individual users may point it out. Concerns, problems, or policy violations may also be reported to any Library staff member.

Additional Policies in Effect. The Library's Use and Conduct Policies supplement and are in conformance with University policies and federal, state, and local laws.