

Policy Title: Library Code of Conduct Policy
Policy Number: LIB.2600.09
Policy Owner: Library Director
Responsible Office: NAU Library
Revision Date: 02/05/2026



1. Purpose and Scope

NAU Library welcomes all patrons to use its resources and services. The purpose of this policy is to ensure a safe, respectful, and welcoming environment for reading, learning, and other library activities. To maintain this environment, the library has established this Code of Conduct, which provides guidelines regarding acceptable and unacceptable behavior on library premises. All patrons are required to comply with this policy.

2. Policy

- A. Patrons **must** refrain from any behavior that disrupts or interferes with the normal operations of the library, its staff, or other patrons' use of the facility. Examples of such conduct include, but are not limited to:
- a. Harassment or threatening behavior towards other patrons or library staff.
 - b. Using obscene or abusive language or gestures.
 - c. Making unreasonable noise, including loud talking on a cell phone or otherwise. Library users should be considerate of others by keeping noise levels low enough not to disrupt the study and research of others.
 - d. Engaging in sexual conduct or lewd behavior.
 - e. Possessing a knife, gun, or any other weapon in violation of NAU rules and regulations.
 - f. Smoking, including electronic cigarettes and chewing tobacco.
- B. To maintain an optimal environment for library use, patrons are asked to conduct cell phone calls, FaceTime, Skype, or any other audio/video conversations outside the library. Additionally, ringtones should be silenced while inside the library.
- C. Headphones **must** be used while listening to audio through phones, tablets, workstations, mp3 players, or any other devices. The library does not provide headphones to patrons.
- D. Food is not allowed anywhere in the library. Drinks are allowed in reusable containers with a secure lid, such as a sports bottle or thermos. Fast food drink containers are not permitted.

- E. Library users are expected to help maintain a clean and pest-free environment. Patrons **must** clean up after themselves, dispose of trash in designated receptacles, and promptly clean any spills. Additionally, all spills should be reported to the Reference Desk to ensure proper cleanup.
- F. Library patrons are responsible for their personal belongings at all times and should not leave items unattended. The library is not liable for any loss or damage to personal property. Additionally, library staff cannot hold or monitor items for patrons.
- G. Theft, vandalism, graffiti, and any intentional tampering with or damage to library property, collections, or exhibits are considered criminal acts. In such cases, NAU security will be contacted immediately.
- H. Library materials **must** be checked out before being taken outside the library by any patron
- I. Materials placed on Reserve **must** be used within the library and may not be taken outside the premises. Additionally, Reserved items are subject to time limits for usage, which **must** be strictly observed to ensure fair access for all patrons.
- J. Library patrons **must** comply with the library's Computer and Internet Use Policy (LIB.2600.06) and Appropriate Use of Information Technology Resources Policy (ITO.900.01) regarding use of library computer workstations and Internet in the library.
- K. Library patrons are required to comply with any staff request to relinquish a computer or other library equipment, whether for use by another patron or for any other reasons determined by staff.
- L. Study rooms are designated for use by members of the NAU community. Patrons **must** be respectful of others and keep noise to a minimum, as these rooms are not soundproof. Certain rooms and other library spaces may have additional restrictions, which **must** be observed at all times.
- M. Patrons are required to wear appropriate clothing and shoes at all times while inside the library.
- N. Parents and guardians are responsible for the safety and behavior of their children while in the library. Children under the age of 12 **must** be supervised at all times. Library staff cannot assume responsibility for unescorted or unsupervised children, nor for their safety.
- O. Animals are not allowed in the library with the exception of service animals actively assisting persons with disabilities or therapy animals. Library staff reserve the right to request the removal of any service or therapy animal that is disruptive, poses a safety risk, or is not under the handler's control.
- P. Filming and photography within the library are permitted only when they serve an academic or official University purpose. Recording or photographing library staff or patrons without their explicit consent is strictly prohibited.

Q. Entering restricted areas of the library is prohibited and is considered trespassing.

R. Library patrons are expected to comply with library policies, the [U.S. Copyright Law \(17 U.S.C.\)](#) and its amendments, and the [Fair Use section of the Copyright Law \(17 U.S.C. 107\)](#).

NAU Library reserves the right to amend, update, or remove any of these policies at its discretion, with or without prior notice.

3. Procedures

Library staff are responsible for ensuring compliance with the Library Code of Conduct and monitoring for any illegal use of library resources or services. Patrons who violate library policies may be asked to leave immediately and/or reported to the appropriate authorities.

4. Who Should Read This Policy

- ☐ Students
- ☐ Faculty
- ☐ Staff

5. History

- ☐ Revision Date: 12/20/2019
- ☐ Revision Date: 02/05/2026

6. Policy Approval

_____	02/06/2026
Revision Editor	Date

_____	02/05/2026
Assoc. Dean for Inst. Effectiveness & Planning	Date

_____	02/05/2026
Provost, VP for Academic Affairs	Date

