

Policy Title: Library Code of Conduct Policy

Policy Number: LIB. 2600.9

Policy Owner: Librarian

Responsible Office: NAU Library (NAUL)

Revision Date: 04/20/2020

1. Purpose and Scope

North American University Library welcomes all patrons to use resources and services made available through the NAUL system. In order to maintain a safe and welcoming environment for reading, learning and other library activities, the Library has formulated this policy of Library Code of Conduct, which provides guidelines regarding DOs and DON'Ts on the Library premises. All patrons are required to comply with this policy.

2. Policy

1. Patrons may not engage in conduct that disrupts or interferes with the normal operations of the Library, its staff, or its use by other patrons. Such conduct may include, but is not limited to:
 - a. Harassing 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 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.
2. In order to provide an optimum environment for using the Library, users must conduct cell phone, Facetime, Skype or any other audio/video conversations outside the library and turn off ringers while in the Library.
3. 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.
4. In order to keep the library clean and pest-free, food is not allowed anywhere in the library. Drinks are allowed in re-usable containers with a secure lid, such as a sport bottle or thermos. Fast food drink containers are not permitted.
5. Library patrons are responsible for their personal property at all times and should never leave personal property unattended. The library is not responsible for any loss or damage to personal property. Library staff will not hold or watch items for patrons.
6. Theft, vandalism, graffiti, and other intentional tampering with or damage to library property, collections, and exhibits are criminal activities and NAU security will be contacted.
7. Library materials **MUST** be checked out prior to leaving the Library.
8. Reserve materials **MUST** be used in the library only and cannot be taken out. Reserve materials are also subject to time limits for usage.
9. Library patrons are expected to comply with the Library's Computer and Internet Use Policy (LIB.2600.6) and Appropriate Use of Information Technology Resources Policy (<https://www.na.edu/wp-content/uploads/2019/06/policy.pdf>) regarding use of library computer workstations.
10. Library users **MUST** clean up after themselves. Discard trash in trashcans and clean up spills. Also, report them to the Reference Desk.
11. Library patrons **MUST** respect a staff member's request to relinquish a computer or other equipment for use by another patron or for any other reason.
12. Study rooms are for the use of the NAU community. Library patrons **MUST** be respectful to others and remember the rooms are not soundproof. Certain rooms and other library spaces may have additional restrictions.
13. Clothing and shoes **MUST** be worn in the library.
14. Parents/guardians are responsible for their children's safety and behavior in the Library. Children under 12 should be supervised at all times. Library staff can neither be responsible to oversee unescorted or unsupervised children, nor for their safety.
15. Service animals actively assisting persons with disabilities are allowed in the library. Otherwise, animals are not allowed in the library.
16. Filming and photography are permitted if they represent an academic or University purpose. Filming or photography of Library staff and patrons without their permission is prohibited.
17. Entering restricted areas of the library is prohibited and is considered trespassing.
18. 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).

The NAU Library reserves the right to add, modify, or delete any or all of these policies, with or without prior notice.

3. Procedures



Library staff will make sure that the Library Code of Conduct is followed at all times and be vigilant about any illegal use of the Library resources and services by any patron. Patrons who violate the Library Policy will be asked to exit the Library immediately and/or reported to higher authorities.

4. Who Should Read This Policy

- Students
- Faculty
- Staff

5. History

- Updated: 04/20/2020