



**St. Philip's College**

**Learning Resource Center**

## **General Rules of Behavior in the Library**

### **INTRODUCTION**

The Learning Resource Center is committed to providing an atmosphere where people of all ages may come to read, browse, do research, or study. This policy does not prohibit quiet conversation between patrons and/or staff members or conversations required to carry on library programs or business. It is designed to preserve a reasonably quiet atmosphere where library patrons may use library services and materials without disturbance.

Inappropriate behavior includes any activity that disturbs others, interferes with library operations, damages the equipment, building or its furnishings, as well as disassembling equipment, rudeness, profanity, or any other behavior generally considered unacceptable in a public place.

This policy has been established for all patrons. If a patron is not responsive to the needs of other library users or disregards the policies protecting patrons, staff, and library property, the patron will be asked to leave the library.

### **SPECIFIC GUIDELINES**

The rights of individuals to use the library should not be abridged or denied. To guarantee these rights for all persons, no library patron shall engage in the following prohibited behaviors:

1. Eat or drink in the library public service areas.
2. Use of cell phones or pagers in the library.
3. St. Philip's College is a smoke-free zone. Smoking is prohibited throughout the facility. Receptacles are provided at the entrance doors to the building.
4. Willfully annoy another person.
5. Engage in loud or boisterous behavior.
6. Damage or deface public property.
7. Utter profane, obscene, or offensive language directed at another person.
8. Engage in disrespectful attitudes or language, goading, teasing or other types of harassment of library patrons or staff.
9. Be in a state of intoxication.
10. Enter or remain in the Library without a shirt or shoes.
11. Loiter on the premises under circumstances that warrant alarm for the safety or health of any person or property in the vicinity.
12. Remain in the library after its regular closing hours.
13. Sleep in the library for an extended period of time.
14. Sit on furniture other than chairs or stools.
15. Run or throw things in the library.

In most cases, electronic or other types of PERSONAL equipment may not be used in the library. Examples of such equipment include typewriters, computers, radios, televisions, and cellular telephones. Exceptions may be made for the following:

1. Lap-top computers may be used as long as keyboarding does not disturb others.
2. Personal "walk-along" stereos may be used as long as headphones are properly in place and sound cannot be heard by others.

No pets or other animals are allowed in the library unless they are guide dogs or part of a library program.

Surveying of groups or individuals may only be done in conjunction with output measures or other similar surveys designed to quantify library use or satisfaction with library services.

1. Solicitation of library patrons or staff members for money for products, services is prohibited.
2. Posting of signs in the library is prohibited.
3. Placing any handouts on library tables, counters, desks or other library furniture.

Canvassing -- for example, soliciting signatures for a petition, nomination papers, and the like -- is not allowed on library property.

It is a charge of the library staff to see that the rights of individuals to use of the Library are upheld. The staff is obligated to enforce these guidelines so that the facility can be used to the fullest by all persons. Questions regarding the interpretation of these guidelines will be referred to the LRC Dean or other staff member in charge.

#### GENERAL GUIDELINES FOR HANDLING PROBLEM PATRONS

It is patron's responsibility to maintain necessary and proper behavior standards in order to protect his/her individual rights and the rights and privileges of other patrons.

Occasionally, staff members may have to deal with patrons who violate the rights of others or who create a disturbance in the library. If a patron creates a public nuisance, that patron may be restricted from the Library and from the use of library facilities. The Campus Police will be summoned to handle those who are unwilling to leave or do not leave within a reasonable amount of time after being instructed to do so by staff.

A report will be made to the Campus Police in cases of theft, vandalism, illegal activity, or major disruptive behavior.

#### UNATTENDED CHILDREN:

Children 12 or under must have a parent/care giver in the same area of the library as the child. If taking the place of a parent, the care giver must be at least 15 years old and must have emergency contact information. If a child under 12 is found unattended, or violates the Rules of Conduct, the parent/care giver will be informed of the rules. If a second instance occurs, the family may be asked to leave the library.

Children ages 13 and up may use the library on their own. Parents, however, are still responsible for the actions and safety of their children. Children are subject to the same rules of conduct and consequences as other library users, including being asked to leave the library. Please note: it is sometimes necessary for libraries to close due to unusual or emergency situations. All children should have the telephone number of someone to call in an emergency.

Note: Age requirements may differ for children and teenagers officially enrolled in college programs..

#### IT MAY BE NECESSARY TO NOTIFY CAMPUS POLICE OR CHILD CARE PROTECTIVE AUTHORITIES IF:

An unattended child is being disruptive

A child is habitually left unattended for long periods of time

A child is deemed to be at risk of coming to harm (as in the case of a child being left alone when the library closes)

IF IT IS UNSAFE FOR A CHILD TO LEAVE THE BUILDING WITHOUT AN ADULT, HE/SHE SHOULD NOT BE IN THE LIBRARY UNATTENDED.

PARENTS AND CAREGIVERS, NOT LIBRARY STAFF, ARE RESPONSIBLE FOR THE ACTIONS AND SAFETY OF CHILDREN VISITING THE LIBRARY.