

# SU Libraries Code of Conduct

Welcome to the Salisbury University (SU) Libraries. The Libraries seek to provide a safe and secure learning environment where diverse experiences and perspectives are honored. Library patrons are expected to respect the rights of others, the integrity of the Libraries' resources, and the [scholarly mission of the Libraries](#). To support this commitment and sustain a suitable environment for learning, the Libraries have established the *SU Libraries Code of Conduct*. This Code of Conduct shall apply to all library patrons in all library locations, including the Guerrieri Academic Commons, the [Edward H. Nabb Research Center for Delmarva History and Culture](#), and the [Dr. Ernie Bond Curriculum Resource Center](#) as well as to online use of library materials and services.

## Rights/Privileges

The SU Libraries are committed to:

- Seeking to provide a safe and civil learning environment that is conducive to individual and collaborative learning, research, study, and leisure reading;
- Providing access to all forms of information to support research, study, teaching, and the general pursuit of knowledge;
- Serving and being responsive to the needs of its patrons;
- Protecting each patron's right to privacy and confidentiality in their interactions with the Libraries, to the extent allowed by law;
- Providing services, collections, and programs that promote affirmation, respect, inclusion, and understanding for all persons; and
- Abiding by the [American Library Association's Library Bill of Rights](#).

The SU Libraries do not censor content available through library resources.

## Responsibilities

All library patrons (students, staff, faculty, and guests) have the responsibility to help ensure a pleasant and productive environment for study and research. All library patrons are expected to be aware of and adhere to all applicable University policies and procedures, as well as local, state, and federal laws and regulations. This includes, but is not limited to, the University's [Acceptable Use Policy](#) for using campus computing and electronic resources. SU students, and guests, as applicable, are also expected to comply with the University's [Code of Community Standards](#).

### 1. Alarm

Library patrons who trigger the alarm on library security gates should report to the nearest library service desk. Patrons' bags and belongings may be subject to inspection by library staff.

### 2. Animals

Service animals, as defined by the Americans with Disabilities Act (ADA), are permitted in the Libraries. Other animals, such as emotional support animals and all pets, are not permitted in the Libraries.

### **3. Building Access**

- a. Patrons may not remain in the building outside of posted open hours or when asked to leave by staff or campus authorities.
- b. On Sunday through Thursday nights, only patrons with a valid University System of Maryland or Wor-Wic Community College ID may remain in the building after 10:00 pm.
- c. Patrons are not permitted to enter non-public areas of the building.
- d. Some library or building spaces have restricted uses, as indicated by signage (i.e., Lactation Room and Accessibility Room). Patrons not abiding by these restricted uses will be asked to leave the space.

### **4. Computer Workstations**

- a. Patrons should be sensitive to the public nature of the shared computer workstations.
- b. Patrons shall not display or transmit images, messages or content containing materials that are obscene or constitute child pornography. Violators will be reported to University Police for potential criminal prosecution.

### **5. Destruction of Property**

Patrons may not misuse, damage or deface library furniture, buildings, materials, or equipment.

### **6. Disruptive Behavior**

- a. Patrons who disrupt the library's overall learning environment or its normal working operations may be asked to leave.
- b. Patrons should be courteous to others by keeping noise levels at a minimum. Talking and socializing are permitted in designated group study areas and areas not designated as quiet areas, but disorderly, loud, or disruptive behavior that interferes with others' study and research needs is prohibited in all areas of the Libraries.
- c. In designated quiet areas, such as the GAC's third-floor reading rooms, patrons are expected to limit conversation and turn cell phones to silent or vibrate. Additionally, in designated quiet areas, the use of audible communication devices is not allowed.

### **7. Food and Drink**

- a. Food is permitted in the library, except in the Nabb Center, but patrons are responsible for disposing of waste. Building staff will not accept food deliveries on behalf of patrons.
- b. Alcoholic beverages are permitted only when provided by University Catering.

### **8. Hygiene**

Patrons' attire and personal hygiene should not interfere with maintaining a pleasant and productive environment for others. Patrons should be aware that some strong odors and fragrances may be disruptive to and cause health problems for others.

## **9. Identification**

Upon request by Library staff or other appropriate University authorities, such as University Police, patrons must present valid ID.

## **10. Intimidation and/or Threatening Behavior**

Intimidation and/or threatening behavior, as defined by the University's Code of Community Standards, are not acceptable. This "includes, but is not limited to, any gesture, written, verbal or physical act, or any electronic communication (which includes emails, text messages, internet postings on websites or postings on other social media platforms) that substantially disrupts or interferes with the rights of a Student or any other member of the University community."

## **11. Photography, Recording, and Filming**

- a. Any use of the libraries as a filming location (including still photography) must be approved in advance by the Dean of Libraries and Instructional Resources.
- b. Individual photographs and recordings of patrons that are not disruptive are allowed with the patron's permission.

## **12. Posters/ Flyers**

Posting or distributing flyers in any location other than the two bulletin boards on the first floor of the GAC is prohibited. All posters and flyers shall comply with any and all University policies. Non-University-affiliated posters and flyers are not allowed.

## **13. Prohibited Dangerous Items**

Per the University's Code of Community Standards, the "possession or use of any item that could threaten the potential safety of the University community on campus is prohibited, unless approved, in writing, by the University Chief of Police. This includes, but is not limited to, weapons, fireworks, explosives, combustible liquids, dangerous chemicals, firearms, ammunition, knives or anything that resembles a weapon, except by a duly authorized law enforcement personnel."

## **14. Sleeping**

For safety and security reasons sleeping is not allowed in the Libraries.

## **15. Smoking**

Tobacco products of any sort, any kind of open flame, and any substance that produces smoke or vapor are prohibited in the Libraries.

## **16. Solicitation**

Selling products, solicitation, circulating petitions, distributing leaflets, taking surveys, and other similar activities are not allowed without prior approval from the Dean of Libraries and Instructional Resources.

## **17. Unattended Personal Property**

- a. Patrons are not to leave personal property unattended in any location within the Libraries at any time.
- b. The Libraries, the University, and the University System of Maryland are not responsible for the security of, loss of, or damage to unattended personal property.
- c. Library staff retain the right to discard unattended items or place them in Lost and Found.

## **18. Use and Protection of Collection Materials**

- a. Patrons may not remove or attempt to remove library equipment, property, or materials that have not been properly checked out at the appropriate library service desk.
- b. Patrons must return library materials when due, and may be subject to overdue fines, recall fines, and lost material replacement charges for failing to do so.
- c. Patrons may not deny access to library materials by means of theft, unlawfully detaining or deliberate misplacement of library materials.
- d. Library materials may not be stored in GAC lockers unless they have been properly checked out to the patron.
- e. Library materials may not be defaced by marking, underlining, removing pages or portions of pages, removing binding or security devices, folding pages, or using paper clips or post-it notes.
- f. Library patrons must adhere to copyright laws, and may not download, print, or disseminate content from licensed resources in violation of these laws.

## **19. Vulnerable Adults and Minors**

- a. Vulnerable adults and minors, under the age of 15 years, must be accompanied and supervised at all times by a responsible adult. Library staff may attempt to contact a parent or guardian for any minor, as defined herein, left without adult supervision. University Police may be notified as appropriate.
- b. Parents, guardians, and caretakers should be aware that the SU Libraries are open to the public. The SU Libraries provide access to content that may be inappropriate for minors.

## **20. Wheeled Transportation**

Riding wheeled devices, including skateboards, roller-blades, scooters, and the like, is not allowed in library spaces. ADA/medically assistive devices are permitted.

In summary, be considerate of others, obey applicable laws and policies, and do not damage anything.

## **Enforcement**

The SU Libraries have a firm commitment to promoting the rightful use and enjoyment of library space and materials. Library patrons found in violation of this Code of Conduct, including non-compliance with a staff member's request, may be subject to sanctions that may include, but are not limited to:

- Verbal warning, including being asked to move or cease disruptive behavior;
- Directed to leave the premises;
- Loss of privileges, including but not limited to computer use, borrowing privileges, and access to specific areas and services;
- Penalties and fines;
- Liability for loss or damage;

- Referral to University Police;
- Disciplinary action under the University's Code of Community Standards or other applicable University policy;
- Referral to Human Resources for disciplinary action;
- No-Trespass Letter issued by University Police;
- Legal action in accordance with applicable laws and regulations.

To report violations of this Code of Conduct, contact the following:

- Guerrieri Academic Commons Library Service Desk (410) 543.6130
- Nabb Center Service Desk (410) 543.6312
- Curriculum Resource Center Service Desk (410) 677.4608
- Salisbury University Police Department (410) 543.6222

For questions regarding this Code of Conduct, contact the Dean of Libraries and Instructional Resources at (410) 543.6133, or email [libraries@salisbury.edu](mailto:libraries@salisbury.edu).

**Approved By:** SU Libraries Department Heads

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**Reviewed By:** Kia Chandler, Assistant General Counsel, 10/30/2019; Kevin Vedder, Associate Vice President for Human Resources, 10/29/2019; Lt. Joel Davies, SU Police, 10/29/2019; Maryland Classified Employees Association Nonexempt Employee Group, 11/15/2019