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Code of conduct (June 2014) : NPML Guideline- -016

Nelson Poynter Memorial Library.

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NPML GUIDELINE-016

Subject: Code of Conduct

Functional Area: Administration

Date of Origin: 2012-04-30 Date Last Reviewed: 2014-06-10

I. INTRODUCTION (Purpose and Intent)

While the Nelson Poynter Memorial Library is open to the public, the primary mission is to serve the students, faculty, and other members of the University of South Florida St. Petersburg (USFSP) community. Members of the general public are welcome to use the library as guests, as long as they abide by the library's rules of conduct and do not interfere with the access for or service to the USFSP community. USFSP students, faculty, and staff have priority use of library facilities, services, and collections.

The Poynter Library Code of Conduct is designed to create a positive and safe study, research, and social environment for library patrons. Security cameras have been installed throughout the building and the library has contracted with a security firm for evening and weekend service to increase patron and staff safety. The first line of defense, however, for having a positive and safe environment lies with adherence to the following guidelines for conduct.

II. STATEMENT OF POLICY

All library users, whether USFSP community members or members of the general public, are expected to abide by all general and specific library guidelines, as well as University and System Policies and state and federal laws. More detailed explanations of some general points listed below can be found in the collection of the Library's guidelines available at:

<http://dspace.nelson.usf.edu/xmlui/handle/10806/794>

BEHAVIOR

All library users are responsible for behaving in a courteous and respectful manner to each other and to library personnel. Yelling, using abusive language, disturbing or interrupting staff or patrons who are working with others, or otherwise showing disrespect for staff or library patrons is not acceptable and will not be tolerated.

IDENTIFICATION

University policy stipulates that students, faculty, and staff must have their USF ID with them while on campus. Other library users are encouraged to carry a current form of government-issued personal identification with them at all times. For security reasons, personal identification may be requested by library staff, library security, or the University Police. IDs are not transferable to anyone other than the

person for whom they were produced. Failure to produce an ID when asked will result in the user being asked to leave the library.

QUIET STUDY

Quiet study is available on the third floor of the library. If a patron complains about noise being made by another user on the third floor, a library staff member or library security officer will remind the offender of this designation and suggest that he/she move to the first or second floor to study, or recommend checking out a study room. First, second, or third floor study room keys are available for check-out at the Circulation Desk to authorized users. For additional details please refer to the "Quiet Zones" guideline in the collection of the Library's guidelines available at: <http://dspace.nelson.usf.edu/xmlui/handle/10806/794>.

CELL PHONES AND PAGERS

While library users are not required to turn off their cell phones or pagers and may use them in the library, users are encouraged to turn phones to vibrate and move to a secluded area away from other people when conducting a conversation. Library users on the third floor should take phone conversations to the first or second floor. If a patron complains about a loud conversation or if library personnel believe a phone conversation is disruptive, a library staff member will ask the caller to continue the conversation outside.

FOOD AND DRINKS

While management is cognizant of the desire to have convenient access to food and beverages, users need to be aware that refreshments can conflict with the goal of maintaining a clean facility. Waste from food and drink attracts insects and other pests that can be detrimental to paper-based materials. If carelessly handled, food and beverages may damage furnishings and equipment. Therefore, the Library asks users to be respectful of the library environment, considerate when bringing food and beverages into the library, and careful in the method of disposal. For additional details see the Poynter Library guideline "*Food in the Library*" in the collection of the Library's guidelines available at: <http://dspace.nelson.usf.edu/xmlui/handle/10806/794>.

CHILDREN IN THE LIBRARY

Children under the age of 14 must be accompanied by an adult while in the library. If a child is left unattended in the library and a parent or caregiver (18-years-old or older) cannot be located, a library staff member or library security officer will call the University Police. The safety and behavior of children is the responsibility of their parents or adult chaperones at all times. For additional details see the Poynter Library guideline "*Children in the Poynter Library*" in the collection of the Library's guidelines available at: <http://dspace.nelson.usf.edu/xmlui/handle/10806/794>.

ANIMALS

No animals are permitted in the Library except for official guide or assistance animals. Exceptions must be arranged with the Library Administration in advance.

PERSONAL ITEMS

For security reasons, personal items should not be left unattended. Library personnel are not responsible for safeguarding materials left unattended in the library nor will they be able to store or hold personal materials for patrons. Lost items may be placed in the *Lost and Found* at the Service Desk. Money, wallets, purses and keys will be turned over to the University Police (873-4140). For more details, please see the "Treatment of Personal Property" guideline in the collection of the Library's guidelines available at: <http://dspace.nelson.usf.edu/xmlui/handle/10806/794>.

III. **UNACCEPTABLE OR ILLEGAL ACTIVITIES**

Engaging in any of the activities listed below will lead to enforcement measures articulated in Section IV:

- Violations of any University or System policy.
- Misuse of bathroom facilities.
- Solicitation or panhandling is forbidden.
- Members of the general public are not permitted to loiter or sleep on library premises.
- Committing illegal acts in violation of federal, state, or local law, ordinance or regulation.
- Vandalism of library furnishings or facilities.
- Marking, highlighting, underlining text, or otherwise mutilating library materials.
- Removing items from the library without checking them out.
- Consuming alcohol (except at approved events) or being intoxicated.
- Consuming illegal drugs or smoking (including electronic cigarettes) in the library.
- Aggressive, intimidating, or threatening behavior.
- Harassing other patrons or library personnel.
- Carrying weapons into the library. (Sections 790.115 and 790.251, Florida Statutes, prohibit individuals from possessing firearms on USF System property except as provided by Florida law, including 790.25(5), Florida Statutes. In addition to firearms, Chapter 790, Florida Statutes, regulates the possession of all other weapons on USF System property.)
- Entering areas designated for library staff only or using phones or other staff equipment without permission.
- Transfer or misuse of ID cards.
- Flagrant violation of U.S. copyright laws
- Distribution of advertisements or propaganda unrelated to USFSP.

IV. **ENFORCEMENT OF THE CODE OF CONDUCT**

Those who choose not to behave in a manner consistent with these guidelines will be asked by a library staff member, library security officer, or University Police officer to comply. If a patron chooses not to comply, he/she will be asked to leave the library and may be escorted off the property by police. Repeat offenders, including registered students and USF faculty, may be barred from entering the library.

People engaging in illegal or threatening activity will be reported promptly to the Police.

V. **RELATED OR SUPPORTING LINKS**

USF System Policies and University Regulations:

<http://generalcounsel.usf.edu/regulations-and-policies/regulations-policies-procedures.asp> Authorized by:

**Dean of Library
Library Leadership Team**