



## Libraries Conduct Policy

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### Policy Statement

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The Adelphi University Libraries support the educational goals of Adelphi University by providing access to all forms of information to support research, study, teaching, and the general pursuit of knowledge. In order to be successful in this mission, the Libraries and its community of users observe a relationship of reciprocal rights and responsibilities. While most users conduct themselves in a responsible manner, in the interest of protecting the rights of all Library users, it is necessary to define what constitutes infringements on the rights of others.

### Reason for Policy

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The Adelphi University Libraries Conduct Policy affirms a commitment to protecting an environment conducive to intellectual pursuits. Such an environment is characterized by respect for the rights of others, respect for the Library's resources, and respect for appropriate conduct in a public forum. The Code ensures that users of the Adelphi University Libraries find themselves in an environment that will enable them to achieve their educational objectives.

### Who is Governed by this Policy

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Faculty, Staff, and Students

### Policy

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The Adelphi University Libraries are committed to:

- serving and being responsive to the needs and priorities of its users
- protecting each user's right to privacy and confidentiality in all of their interactions with the Library

- building collections that meet the research and instructional needs of all users
- simplifying, enhancing and expanding access to information
- preserving the collections for present and future users
- providing Library spaces to accommodate study, research, and scholarly exchange
- keeping the physical environment of the Library clean, well-maintained, and properly functioning

### **Unacceptable Conduct**

Users will refrain from engaging in behavior that leads to the denial of, or unreasonable interference with, the rights of others; or which disrupts the regular operations and activities of the Library. Behavior which is considered to be in violation of the AU Libraries Conduct Policy includes, but is not limited to:

- creating a disturbance or behaving in a manner which interferes with normal use of the Library (including rowdiness, noise, offensive interpersonal behavior, and the use of cellular phones in the stacks and study areas)
- removing or attempting to remove Library materials or property from the building without authorization
- damaging Library property (including mutilating Library materials by marking and/or underlining pages, tearing or cutting out pages or sections thereof, removing binding and staples, removing or tampering with security tags, using Post-it notes)
- refusing to honor Library regulations regarding overdue items, materials recalled by the Library, and the payment of fines and/or fees for lost or damaged Library materials
- concealing Library materials in the building for the exclusive use of an individual or group
- leaving personal materials and library books that have not been checked out unattended in stacks, study and computer areas for extended periods of time or overnight, unless authorized to do so
- using library areas for prolonged sleeping or as living quarters
- being in an unauthorized area of the Library, or remaining in an area after its closing, staying in the building when requested to leave during emergency situations or drills
- smoking anywhere in the building
- failing to abide by the Library Food and Drink Policy
- refusing to present identification to AU Public Safety officers and library staff upon request
- failing to adhere to copyright laws and/or University policies on copyright

Violations of the AU Libraries Conduct Policy may be referred for disciplinary action under applicable Library and/or University disciplinary processes. Where appropriate, instances of misconduct may be referred to local, state or federal law enforcement officials.

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## **Definitions**

This policy does not have definitions associated with it at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

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## **Procedures**

The attached link takes you to the Library Services website for other policies and guidance.

<http://libguides.adelphi.edu/policies>

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## Forms

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This policy does not have forms associated with it at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

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## Related Information

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This policy does not have related information at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

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## Contacts

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## Document History

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This section must contain the following dates or placeholders for future dates:

- Last Reviewed Date: October 2017
  - Last Revised Date: October 2017
  - Policy Origination Date: Not known
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## Who Approved This Policy

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Brian Lym, Dean of the University Libraries

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## Tags

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Student Affairs, Faculty, Staff, Students