

## Carlson Library Conduct Policy

Date Effective:

Issued By:

Contact: Dean of Libraries, 814-393-2343

Procedure No.

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Purpose:

The purpose of the Conduct Policy is to establish library behavior expectations in order to maintain an environment that is conducive to learning and education for all of our users. Use of library facilities is also subject to Clarion University policies.

### DISRUPTIVE BEHAVIOR/NOISE

To accommodate varied user needs, Carlson Library has established quiet and moderate level noise areas. Users are asked to be respectful of others and comply with established guidelines.

Throughout the library, cell phones should be muted and conversations kept to a minimum. If conversations are extended, users are asked to move to an unoccupied area. Earphones should be used with audio and volume kept at a moderate level.

- **Level A and Level 1 - *Moderate Noise*:** Group work and conversations are permitted in these areas. Loud conversations and other disruptive behaviors will not be tolerated.
- **Level 2 and Level 3 - *Quiet Zones*:** These areas are designated as silent floors and are provided for independent study.

### USE OF LIBRARY PROPERTY

Library building, resources, furniture, and computers should be treated with care and used only for the purposes intended.

All library materials and resources are the property of Clarion University.

Theft of library materials is strictly prohibited and violates both university policy and state law.

## **FOOD/DRINK**

Food and drink are permitted in the library, but group meals and/or food delivery to the library is discouraged.

It is expected that users will keep areas clean and dispose of trash properly.

## **ALCOHOL/DRUGS**

Alcohol and illegal drugs are not permitted in the building at any time.

## **SMOKING**

Smoking is not permitted in the building at any time.

## **SLEEPING**

Napping in the library may sometimes occur; however, sleeping in the library for a long duration is not permitted.

Use of sleeping bags, blankets, pillows, etc. intended to accommodate long-term sleep is not permitted.

Library staff reserves the right to wake a sleeping person.

## **UNATTENDED CHILDREN**

Carlson Library welcomes children; however, all children under the age of 16 must be supervised by a responsible adult.

Library staff is not responsible for the care and safety of unattended children.

Clarion University Public Safety may be notified if children are left unattended.

## **UNATTENDED PROPERTY**

Personal items are not to be left unattended in the library.

Carlson Library is not responsible for lost or stolen property.

The library does provide a "Lost and Found" at the Circulation Desk on Level 1.

## **ANIMALS**

Service animals that are assisting individuals with disabilities are permitted in the library building.

All other animals are prohibited.

## **SKATEBOARDS/IN-LINE SKATES/SCOOTERS**

Skateboard, in-line skates, and scooter usage is not permitted in the library.

## **USE OF LIBRARY FOR FUNDRAISING, GROUP EVENTS, POSTING NOTICES/BROCHURES**

Contact the Secretary to the Dean of the University Libraries in the Library Administrative Office (Level 1) to reserve library space or to obtain permission to post/distribute materials in the library.

It is expected that library users will follow *Carlson Library's Conduct Policy* as well as *Clarion University's Conduct Policy* while utilizing our resources.

Failure to comply with either policy may result in:

- Verbal warning
- Contacting Public Safety for assistance
- Loss of library privileges

***University Policy requires students to provide staff members with student ID upon request.***