

# Texas Woman's University

## Library Policy Manual

**Policy Name:** Library Code of Conduct

**Policy Number:** N/A

**Next Review TWU:** N/A

**Last Library Review:** July 2018

**Next Library Review:** July 2019

**Purpose:** To encourage respectful, non-disruptive, and productive use of collections, spaces, resources, and equipment for research and study, while ensuring a safe and secure environment for all. Users are expected to treat each other with courtesy, respect, and kindness.

**Policy:**

The Libraries follow the guidelines listed in the TWU [Student Code of Conduct](#).

**Library Guidelines**

- Observe all appropriate federal and state laws, local ordinances and other University policies that guide behavior on the campuses;
- TWU Libraries may limit or refuse access to individuals or groups who fail to comply with the Student Code of Conduct guidelines or who exhibit behaviors prohibited by law or University policy;
- Behave in a manner that is not disruptive or threatening to others;
- Respect private and institutional property (including collections and equipment) and adhere to the Libraries' policies for their use;
- Work only in designated study spaces and observe the established library service hours;
- Refrain from using personal belongings to save study spaces;
- Refrain from deliberately misplacing or hiding library materials;
- Post flyers and other printed announcements on the designated bulletin boards. Do not place them on desks, chairs, tables, or any other furnishings in the libraries (see *Posting Flyers Policy*);
- Respond to emergencies, alarms, and other conditions as instructed by library staff;
- Observe copyright laws and principles of fair use;
- Set personal phones to vibrate or silent for the Garden Level and 3rd Floor so as not to disturb others;
- Follow the noise zones/guidelines of the libraries: interactive, quiet, silent (see *Noise Policy*);
- Minimal amounts of food, snacks, and drinks are allowed, preferably in covered containers (see *Food and Drink Policy*);
- No pets are allowed except for authorized service animals (see *Pets in the Library Policy*);

- Keep the restrooms clean and litter-free and report issues to the Security Guard or Information Desk;
- Always have your TWU or other ID with you while visiting the libraries;

**Review**

The Library's Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.

Approved by Library Administrative Team 07-25-2018