

<b>Policy Number</b>	114.000
<b>Policy Title</b>	LIBRARY USAGE POLICY
<b>Responsible Officers</b>	Library Director
<b>Responsible Offices</b>	Library
<b>Summary</b>	The G. Allen Fleece library is committed to providing a learning environment that is safe and secure for its patrons and staff. The library strives to maintain an environment that is conducive to our mission of support faculty and student learning and teaching endeavors.
<b>Definitions</b>	
<b>Approving Body</b>	Academic Council; Administrative Council
<b>Approval Date</b>	April 3, 2017; April 10, 2017
<b>Last Revision</b>	
<b>Re-evaluation Date</b>	Fall 2022
<b>Departmental Impact</b>	Library, Faculty, Staff, Students

*Failure to follow the following policy may result in disciplinary action, including termination of employment.*

### **Policy Statement**

The G. Allen Fleece library is committed to providing space that is conducive to learning; tools that provide easy access to information; courteous and respectful services that fill the evolving needs; and access within the legal and licensing requirement to material from other organizations.

### **Rationale**

The G. Allen Fleece library is committed to providing a learning environment that is safe and secure for its patrons and staff. The library strives to maintain an environment that is conducive to our mission of support faculty and student learning and teaching endeavors. In order to facilitate a learning environment that is pleasing and useful to all patrons, certain practices need to be honored so that the environment provides a conducive space for studying no matter what learning style the patron may prefer. Most of the following policies have been created due to requests from CIU students to assist in the ability to study without disruption.

### **Policy Procedures**

The G. Allen Fleece library strives to provide a welcoming environment to the entire campus community and other respective users. In support of that goal the following behaviors and/or activities are encouraged:

- Study rooms will be reserved for two or more individuals studying together on a first come first serve basis. Any room that is unoccupied by two or more students for 15 minutes or longer will be reserved to another pair of students if needed. These group study rooms are NOT “sound proof.” Discussions and conversation needs to be kept to inside voices and laughter, so as not to disturb others in adjoining study rooms.
- Quiet study areas will remain a place for individualized study without discussions. Cell phones, conversation, group study, prolonged discussions, or audible computer noise is prohibited.
- The public areas on the second floor is also deemed a quiet study area. Only low, non-disruptive conversation should occur. Cell phones, conversation, group study, prolonged discussions, or audible computer noise is prohibited.
- Any food entering the library should be covered and not be eaten near or around any library material or computer (laptop or desktop) that is owned by the library. Empty containers must be disposed of in the trash containers.
- Any drink entering the library must have a lid on the container.
- Any child below the age of 15 needs to be accompanied by an adult.
- Mature adult behavior is expected from all patrons using the library facilities. Consideration to other library users is required.

- All furnishings and equipment should remain in the space in which it is located. Bean bag chairs can be moved around.
- Shoes should be worn at all times when in the library building.
- Cell phones should be turned to vibrate and discussions should be limited and kept at a quiet level.
- Disruptive behavior of any kind: loud conversations, excessive noise, or harassment of other library users and staff is prohibited.
- Bicycles, skateboard, hoverboards, rollerskates, etc are prohibited.

**Hyperlinks**

[www.ciu.edu/policy](http://www.ciu.edu/policy)