

## Conduct in Libraries and Media Centers

### Tennessee State University Brown-Daniel Library

The Library is open to all users. It is imperative that silence and reasonable behavior be observed in the Library at all times. It is the goal of the Library to provide an atmosphere that is safe and conducive to scholarly research and study. All Library users are expected to comply with these Rules and Regulations and may be asked to leave the Library if they fail to adhere to Library policies. Upon request an ID must be shown to Library personnel. During mid-term and final exam extended hours a TSU ID must be provided.

**ANY BEHAVIOR DISRUPTIVE TO LIBRARY USE IS PROHIBITED.** This includes but is not limited to loud greetings, being loud going up and down stairs, horseplay, fighting, intimidation, abuse of library staff or patrons, strong perfumes, unpleasant body odors, obscene or offensive language, inappropriate public display of affection (including sitting in laps). Shoes and shirts must be worn. Any illegal acts or conduct in violation of Federal, State, or Local law, ordinance or regulation will not be tolerated.

Faculty members may not conduct classes out in the open spaces. All classes must be scheduled in a classroom.

**ALL WEAPONS OF ANY TYPE ARE PROHIBITED.**

**BRINGING IN LARGER BAGS OF ANY TYPE (i.e., BEDROLLS OR LUGGAGE) IS PROHIBITED.**

### **FOOD & DRINK POLICY**

NO FOOD OR DRINK IS ALLOWED.

### **DISRUPTIVE BEHAVIOR**

- **When entering the Library silence your cell phones by setting them to vibrate.**
- Any loud, unreasonable, and/or disturbing noises created by persons, electronic devices, or cell phones are prohibited. This includes talking loudly on cell phones at computer workstations, in study rooms, or in any open space where it can distract others.
- Be mindful of others while **talking on cell phones when it is necessary only. If you need to make or accept a call be brief and as quiet as possible.** If you need to talk louder or longer, **please go outside to make your call.**
- On the first floor located at the library entrance is a white telephone for making local calls. The use of staff telephones at the first and second floor desks is limited to calling the TSU Computer Help Desk and emergencies.

- Ear buds or headphones must be used to listen to any electronic devices such as computer sites, radios, recorders, CD players, iPods, etc. Music must not be audible to others while listening on the ear buds or headphones. The library does not supply ear buds or headphones.
- **Library designated the 1<sup>st</sup> and 2<sup>nd</sup> floors as Low-Noise Level Areas for studying, using the computers and consulting with the librarians. 3<sup>rd</sup> floor of the library is designated as the Medium-Noise Level area where normal conversation and small group studying is permitted.**

### **CHILDREN**

- **Children must be supervised by a parent or guardian at all times!** TSU Libraries are not responsible for the safety of children. Children under the age of 12 must be in the immediate vicinity of and in visual contact with a parent/caregiver age 18 or over. Security may be contacted if the responsible adult is not present.
- Unsupervised or un-chaperoned groups of people under age 18 are prohibited. Groups must have at least one adult chaperone for each 15 children and the chaperone shall actively assist with research. At least one chaperone will supervise on each floor where the students are working.
- University computer policies state that computers are only to be used for educational purposes. Only TSU students have access to these computers. Children may not use these, nor are employees to use their access information to allow strangers to get online.

### **OTHER SECURITY MEASURES**

- **Any item obscuring the face (hoods, ski masks) may not be worn in the Library** except for religious attire.
- **Intentionally damaging or destroying library property, including furniture or information resources such as computers, or print materials will result in replacement costs being assessed.** Stealing the property of staff or patrons of the Library will be reported to the TSU Police Department.
- **Removing library materials from the premises without authorization through established lending procedures is prohibited.**
- Large arm chairs and/or tables are not to be moved.
- Cords stretched across walkways pose a security hazard. Cords should be plugged into study room wall sockets or power poles. Cell phones may be charged at power poles. There are a number of power poles on study carrels on the first floor.
- Possession or consumption of illegal drugs or under the influence of alcohol is prohibited and/or subject to University discipline. Smoking or other uses of tobacco are prohibited.
- Soliciting is prohibited.
- All posted materials/literature must have a stamp of approval by the University.
- Library materials should not be taken into restrooms.
- Restrooms should not be misused or defaced.
- Sleeping is prohibited as well as students sleeping/curling under blankets and students sleeping on library furniture are also prohibited.
- Animals other than assistance animals may not be brought into the Library.

- Library study rooms are restricted to use for academic classes and library-related purposes. When a group of two or more persons request a study room it must be relinquished by a single person.
- Special Collections is a restricted area open weekdays from 8 a.m. to 4:45 p.m. Monday through Thursday. Friday hours are 8 a.m. to 4:15 p.m.

**Failure to comply with the Library's established rules and regulations will result in exclusion from the Library for the day, permanently, and/or in University Disciplinary Action. Theft of Library materials is a serious offense and will result in University Disciplinary Action. Communication of threats, physical violence or sexual offenses will result in University Discipline and/or Criminal Prosecution.**