



SUBJECT: Library

POLICY: 901.1 Library Conduct

RELATED PROCEDURE:

EFFECTIVE: April 2007

REVISED: December 2010

REVIEWED:

Introduction and Purpose

Users of the Great Falls College MSU Weaver Library should expect a safe, secure, and comfortable environment conducive to study and research. To insure this kind of environment, the library expects its users to follow library and campus rules, policies, and procedures.

Policy

To maintain the library as a comfortable and safe space, the following conduct expectations will be enforced by library staff, including library student employees:

- Sounds from any personal electronic equipment including cell phones, laptops, audio players, and other mobile devices must be inaudible to other users.
- Food and drink should be restricted to snack-type items and all beverage containers must have a lid.
- Children under the age of 14 must be accompanied by an adult and must remain with that adult.
- Computers are provided in the library for academic support and academic use takes precedence over all other use. Users should not tie up library or computer lab computers with non-academic activities and may be asked to relinquish their computer to another user. Users viewing pornographic, graphically violent, or other disruptive online or print materials may be asked to move to a different workstation or to leave the library, at the discretion of the Director of Library Services. Public users, students and university employees are subject to the Board of Regents Information Technology policies and procedures: <http://mus.edu/borpol/bor1300/bor1300.asp>.
- Permanently altering settings on library computers, software or peripherals such as scanners is not permitted.
- Users who leave a work station or library table in such a condition that another user cannot use the space may have library use privileges revoked temporarily or permanently.
- Exhibiting behaviors that are disruptive to other users or library staff members may result in a request to leave the library.
- Users must not interfere with a library staff member's performance of his or her duties.
- Users are solely responsible for their personal property.
- Library materials should be handled carefully. Users must not mutilate library materials by marking, underlining, removing pages or portion of pages. Removing a binding, removing electronic theft detection devices or barcodes, or in any other way defacing library materials is prohibited and the user responsible may incur a repair or replacement charge.
- Library materials must not be concealed in the Library for the exclusive use of individuals or groups.
- Users are responsible for obeying applicable intellectual property law, including the U.S. Copyright Law.

Right to Refuse Service

The library staff has an obligation to manage disruptive behaviors quickly and professionally. The MSU- Great Falls Weaver Library Staff reserve the right to refuse service to library users who act in ways that disrupt other library users, library staff, or library facilities. Such behaviors include:

- refusal to follow library and campus rules and policies;
- harassment of other library users or library staff;
- personal hygiene issues that affect other library users, library staff, or library facilities; and/or
- threatening or violent behavior.

Any user exhibiting such behavior will be asked to cease; continued violations may necessitate banning that user from the library. If the user is a student, the violation may fall under the Great Falls College MSU Student Conduct Code.

See <http://mus.edu/borpol/bor1300/bor1300.asp> for MUS computer use policies.