

# **ADU Library**

## **User Behavior Policies**

### **User Behavior and Library Building Policies**

#### **General Rules**

The ADU Library regulations are approved by the Library Review Committee, with the aim of giving all Library users the opportunity to make the fullest use of one of ADU's most valuable resources. The regulations shall describe what ADU expects from users in dealings with the Library. Ignorance of the regulations will lead to inconvenience for other users and to fines or other penalties. They will not attempt to cover every eventuality but will recognize that there are often cases when a strict interpretation of the rules shall not be justified. The ADU Library Committee will be responsible for reviewing and updating Library policies and procedures as necessary.

- All registered readers are presumed to know the Library regulations which are included in the Student handbooks and available in the Library and on the Library's web pages. Any amendments of these regulations are displayed in the Library.
- All members of the Library staff are authorized to inspect any books in the possession of users leaving the Library. Cases and large bags must be offered for inspection when taken inside the Library.
- The ADU Library Director is authorized to suspend the Library privileges of any person and to impose appropriate penalties for breaches of the library rules and regulations.

#### **Patron Rights & Responsibilities**

##### **Library users have a right to expect:**

- Well organized library resources to support study and research.
- Courteous, efficient, and effective service.
- Reasonable accommodation for learning styles and challenges.
- Instruction in the development of library research skills.
- Confidential access to library resources.
- A clean, safe environment.
- A library environment free from harassment and physical danger.
- Timely responses to expressed concerns.

##### **Library Patrons' Responsibilities**

##### **Library users have the responsibility to:**

- Learn how to use the library effectively.
- Allow sufficient time for library research.
- Be courteous and respectful of all library users and staff.
- Avoid smoking in the University Libraries.

- Use equipment, services, and furnishings appropriately and report problems.
- Keep library resources in good condition.
- Respect others by returning borrowed materials on time and when requested.
- Maintain the security of personal belongings.
- Make the best use of library resources and services.

ADU Library is committed to providing users with an environment that is safe, comfortable, and conducive to study and research. Users and visitors are expected to engage in behavior consistent with this goal. They are also expected to abide by all relevant university policies and country laws.

To ensure that all library users and visitors are able to use library resources and services effectively, ADU Library requires full compliance with the rules and regulations listed below. Entering the library represents an agreement to abide by these rules. Anyone who observes violations of this policy may report them to the university security which will take the appropriate action.

### **General Behavior**

Library patrons must observe all posted rules of library use, including, but not limited to, restrictions related to the use of group study rooms and computer use.

Library patrons must turn off ringers on cell phones and pagers or turn them to a non-audible setting upon entering the library. Cell phone conversation should be brief and conducted in a low voice. If an extended conversation is necessary, please go to the outside telephone area or outside the building. Take your belongings with you if you move to make a phone call.

**Individuals 14 and under** must be accompanied by an adult. Adults who bring children or minors into the library are responsible for monitoring their activities and regulating their behavior.

**Headphones** must be used when listening to audio materials. The volume should be set at a level that ensures that the sound is not audible to others.

Prior approval from Library Administration must be obtained before **filming or using any photography devices**.

**Fliers and signs** Prior approval from Library Administration must be obtained before posting fliers and signs or distributing leaflets in the library.

### **Prohibited Behavior:**

- Preventing or limiting access to library facilities, equipment or materials through theft, vandalism, or deliberate misplacement of materials.
- Removing library materials from the building without checking them out.
- Defacing, destroying, or corrupting any of the library's information resources.
- Engaging in disorderly or disruptive behavior.
- Using tobacco products, including smokeless tobacco.
- Solicitation or sales activity.
- Being in unauthorized areas of the library, or remaining in the library after closing, or when requested to leave during emergency situations or drills.

**Food and Drink**

Food and drinks are not permitted in the library.