

NORTHERN ILLINOIS UNIVERSITY LIBRARIES POLICY: Code of Conduct

APPROVED BY: Management Group

EFFECTIVE: \_\_\_12/9/2013\_\_\_\_\_

REVISION DATES: \_2/2016\_\_\_\_\_

**Rationale**

Northern University Libraries are committed to providing an attractive and supportive environment for quiet study and research. Users should refrain from activities that disrupt or hinder the use of Library resources and facilities for these purposes.

**Policy:**

Respectful Behavior:

1. Please leave study spaces neat and clean, ready for use by other patrons.
2. Please do not leave possessions unattended.
3. Children under the age of 16 must be accompanied and supervised by a parent, teacher or guardian (See *Children in the Library* policy).
4. Please do not enter areas restricted to Library staff.
5. Smoking, illegal drug use, the consumption of alcoholic beverages, weapons or firearms are prohibited.
6. Items that place the Libraries' collections or users at risk, such as Hoverboards, are prohibited.
7. Please follow the directions of Library staff, especially in emergency situations.
8. Please leave promptly at closing time.
9. Animals are not permitted in the Libraries, except service animals.

Noise & Disturbances (See *Noise/ Disruption* policy):

1. Please mute all telecommunication devices.
2. Please conduct all conversations in quiet tones.
3. Please use headphones on any device that produces sound, or use such devices in designated rooms.
4. No photography, videotaping, recording, or filming is allowed in the Libraries without the express permission of the Dean or an Associate/Assistant Dean (See *Filming and Photographing in the Library* policy).
5. Activity that disrupts the quiet study and research environment of the Libraries is prohibited.

Appropriate Use of Library Materials & Equipment:

1. Please keep track of Library materials you have borrowed, and return materials promptly.

2. Have drinks in securely covered containers and refrain from eating over open Library materials (See *Food/Beverage* policy).
3. Please do not steal, damage, mutilate, or deface Library materials, equipment, or facilities.
4. Please do not conceal Library materials in the Libraries for your own exclusive use.
5. Please do not misuse or monopolize Library computers or equipment.
6. Please leave Library materials to be reshelved by Library staff.