

## **Library Policy on Conduct**

The UIW Library's primary mission is to fulfill the information and research needs of the students, staff, and faculty of the University of the Incarnate Word and affiliated persons. The library also extends limited access to collections and services to the general public with a legitimate research need.

All users are required to abide by this conduct policy. Guests, including UIW alumni and the general public are required to show a current picture ID and sign the visitor's log upon arrival to the library.

Problems, concerns or policy violations may be reported to any Library service desk. Non-urgent issues or comments may also be reported using our Suggestions Box located adjacent to the Circulation Desk.

Users are expected to respect library users, staff, facilities and to adhere to library and university policies at all times. Any person who fails to do so or commits/attempts to commit offenses deemed illegal under ordinances of the City of San Antonio, the laws of the state of Texas or the Federal Government, whether a member of the University community or not, is subject to the following actions:

- Having borrowing privileges revoked.
- Being asked to leave the library or campus.
- Being fined or charged for damages.
- Being reported to campus life
- Being reported to the police.
- Being prosecuted to the fullest extent of the law.

This policy is enforceable by any/all library staff.

### **Alcohol**

Alcohol is prohibited in the Library except for events approved and sponsored by the library. Alcohol consumption by anyone under the age of 21 is prohibited at all times.

## **Animals**

The only animals allowed in the library are those trained to assist persons with disabilities, as defined by the U.S. Department of Justice, [ADA Requirements for Service Animals](#).

## **Bicycles and Other Portable Transport**

Bicycles may not be carried, rolled or ridden in the Library under any circumstances. All bicycles must be parked in designated bicycle racks.

Skateboards, skates, hoverboards and scooters may be brought into the library, but may not be ridden or used in the building or near library entrances. They must be stored out of the way of traffic when in the building. Assistive devices for persons with disabilities or injuries are exempt.

## **Cellphone Use**

Please limit cell phone use and video conferencing to areas where you will not disturb others. Cell phone conversations and video conferencing are not allowed in quiet study areas.

## **Children**

Children must be under the constant supervision of a parent or designated adult at all times, including the computer lab. Library collections are for the support of UIW curricula and some materials are not appropriate for use by children.

## **Computer Use**

Computers are available primarily for UIW students, staff, and faculty to use for the purposes of research and instruction. The library reserves the right to designate specific uses for individual computers.

Please refer to UIW's [Responsible Use of Computing Resources](#) for more information on expectations for users.

## **Copyright**

Users are responsible for adhering to US copyright law. For educational purposes, U.S. copyright laws allow for specific and limited amounts of copying, mostly through the Fair Use statute. For more details on this law please see our [online guide](#).

## **Curfew for Non-affiliates**

The University's curfew policy for non-affiliates regarding who may be on campus and at what times, shall apply.

A non-affiliate is any person who is not a regularly enrolled UIW student or currently employed faculty or staff member with a valid UIW ID card. Two hours before closing, only UIW students with UIW ID card are allowed to enter and remain in the library. Those without proper ID will be asked to leave by security staff. Campus Police will be called if a user without proper ID fails to leave without disruption.

## **Defacing or Damaging Library Materials and Equipment**

Defacing or damaging materials such as books, periodicals, pamphlets, microforms, audiovisuals, furniture, or equipment is prohibited.

Users will be charged the replacement cost of an item if it has been damaged by marks, highlighting, folded or removed pages, damage to book binding or DVD/CD case, or damage to computer hardware.

## **Harassment**

Library users must abide by the University's [Policy Regarding Harassment and Retaliation](#).

UIW is firmly committed to a working and learning environment free from all forms of discrimination and harassment, whether based on sex, gender, race, color, religion, national origin, sexual orientation, citizenship status, age, genetic information or disability. This policy against any harassment includes but is not limited to derogatory comments and physical abuse.

## **Film, Videography and Photography**

Library users or employees may not be filmed or photographed without their knowledge and consent. Photography within the library building, including artwork, must have written approval from the Dean of the Library and the University's Public Relations department.

## **Food and Drink**

Cold food and covered drinks are allowed in most parts of Library except where otherwise posted. To help keep the library clean and a pleasant place for all users, please follow these rules.

- Hot, aromatic, messy foods are not permitted in the library
- Drinks must have lids.

- Use designated trash and recycle bins.
- Cooking or heating of foods and beverages of any kind is prohibited in all public spaces.
- Alcohol is prohibited in the Library except during events approved and sponsored by the Library.

## **Materials**

Removing materials and equipment without proper checkout or authorization is prohibited. Users who trigger the theft detection system will be asked to open their bags for inspection. Campus Police will be called in situations in which users attempt to remove materials by bypassing electronic theft devices or removing security devices on materials.

For more information, consult our [Circulation Policies](#).

## **Noise and Disruptive Behavior**

The Library has quiet study spaces, group and collaborative study areas, and public services areas. In public services areas as well as Group Study Rooms, users are expected to speak at a moderate volume. The Graduate Study Rooms are designated as quiet study areas. Disruptive behavior of any kind, excessive noise, or harassment of other library users and staff is prohibited.

Note that even if you are using earphones, your electronic device may be loud enough to disrupt others. Please limit cell phone use and video conferencing to areas where you will not disturb others. Cell phone conversations and video conferencing are not allowed in quiet study areas.

## **Posting Signs**

Posting or placing signs or flyers and/or setting up tables within the building or near its entrance is prohibited without prior approval from the University's Student Life office.

## **Smoking, Tobacco, and e-Cigarettes**

Smoking, the use of smokeless tobacco products, e-cigarettes, and unregulated products is not allowed in the library.

## **Space Use & Reservation**

Space in Mabee Library is primarily intended to deliver academic research collections, services, programs and study space to the University, as well as for library sponsored or co-sponsored

events. Use by others for non-library events is limited. Library space is not to be used for private business or for profit purposes unless the entity has a contract with the university.

### **Unattended Personal Belongings**

For safety and security reasons please do not leave personal belongings unattended. If discovered, such belongings may be routed to the Circulation Desk and held for Campus Police to assume possession or dispose of as appropriate. The library is not responsible for any loss or damage to personal property.

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"This policy is subject to change without notice"