

Nelson Poynter Memorial Library Code of Conduct

While the Nelson Poynter Memorial Library is open to the public, the primary mission is to serve the students, faculty, and other members of the University of South Florida St. Petersburg (USFSP) community. Members of the general public are welcome to use the library as guests, as long as they abide by the library's rules of conduct and do not interfere with the access for or service to the USFSP community. USFSP students, faculty, and staff have priority use of library facilities, services, and collections.

The Poynter Library Code of Conduct is designed to create a positive and safe study, research, and social environment for library patrons. Security cameras have been installed throughout the building and the library has contracted with a security firm for evening and weekend service to increase patron and staff safety. The first line of defense, however, for having a positive and safe environment lies with adherence to the following guidelines for conduct.

BEHAVIOR

All library users are responsible for behaving in a courteous and respectful manner to each other and to library personnel. Yelling, using abusive language, disturbing or interrupting staff or patrons who are working with others, or otherwise showing disrespect for staff or library patrons is not acceptable and will not be tolerated.

IDENTIFICATION

University policy stipulates that students, faculty, and staff must have their USF ID with them while on campus. Other library users are encouraged to carry a current form of government-issued personal identification with them at all times. For security reasons, personal identification may be requested by library staff, library security, or the University Police. IDs are not transferable to anyone other than the person for whom they were produced. Failure to produce an ID when asked will result in the user being asked to leave the library.

QUIET STUDY

Quiet study is available on the third floor of the library. If a patron complains about noise being made by another user on the third floor, a library staff member or library security officer will remind the offender of this designation and suggest that he/she move to the first or second floor to study, or recommend checking out a study room. First, second, or third floor study room keys are available for check-out at the Circulation Desk to authorized users.

CELL PHONES AND PAGERS

While library users are not required to turn off their cell phones or pagers and may use them in the library, users are encouraged to turn phones to vibrate and move to a secluded area away from other people when conducting a conversation. If a patron complains about a loud conversation or if library personnel believe a phone conversation is disruptive, a library staff member will ask the caller to continue the conversation outside.

FOOD AND DRINKS

Covered beverage containers are allowed in the library. Patrons are asked to limit food consumption to snacks or occasional library-supplied treats. Meals or deliveries of food are not permitted. All food and drink must be kept away from computers or other sensitive equipment. Patrons may not consume or bring alcoholic beverages into the library. Patrons who can prove they are of legal age and have been invited to attend an event may consume alcohol that is provided at library events, as long as they stay within the confines of the event.

CHILDREN IN THE LIBRARY

Children under the age of 14 must be accompanied by an adult while in the library. If a child is left unattended in the library and a parent or caregiver (18-years-old or older) cannot be located, a library staff member or library security officer will call the University Police. The safety and behavior of children is the responsibility of their parents or adult chaperones at all times.

ANIMALS

No animals are permitted in the Library except for official guide or assistance animals.

PERSONAL ITEMS

For security reasons, personal items should not be left unattended. Library personnel are not responsible for safeguarding materials left unattended in the library nor will they be able to store or hold personal materials for patrons. Lost items may be placed in the *Lost and Found* at the Circulation Desk. Money, wallets, purses and keys will be turned over to the University Police (873-4140).

UNACCEPTABLE OR ILLEGAL ACTIVITIES

- Solicitation, panhandling or bathing is forbidden.
- Members of the general public are not permitted to loiter or sleep on library premises.
- Committing illegal acts in violation of federal, state, or local law, ordinance or regulation.
- Mutilating library materials.
- Marking, highlighting, or underlining text in a library journal or monograph.
- Removing items from the library without checking them out.
- Consuming alcohol (except as outlined above) or being intoxicated.
- Consuming illegal drugs, or smoking in the library.
- Accessing pornography/obscenity on computers is considered sexual harassment (see USF System Sexual Harassment Policy in the USF System Policies section).
- Aggressive, intimidating, or threatening behavior.
- Harassing other patrons or library personnel.
- Displays that make others generally feel uncomfortable (e.g. making out)
- Carrying weapons into the library (illegal on campus).
- Entering areas designated for library staff only or using phones or other staff equipment without permission.
- Transfer or misuse of ID cards.
- Flagrant violation of *Copyright Law*.
- Posting flyers on library bulletin boards.

ENFORCEMENT OF THE CODE OF CONDUCT

Those who choose not to behave in a manner consistent with these guidelines will be asked by a library staff member or library security officer to comply. If a patron chooses not to comply, he/she will be asked to leave the library. If a patron refuses to comply or leave, University Police will be called. The officer will escort the offender from the building and possibly trespass them from the campus. Repeat offenders will be barred from entering the library.

Rev. April 2012 and approved by the Poynter Library Leadership Team