Using Library Services at Aurora University

*Library resources – print, media and computer – are for the use of Aurora University students, faculty, and staff.* Students from other I-SHARE institutions in the CARLI consortium may also use the resources. All patrons may be asked to produce a current AU ID card or other I-SHARE identification. Failure to produce an ID will result in removal from the library.

AU and GWC alumni may use library resources on a limited basis. Alumni must obtain an alumni card from the Alumni Office and a current username from ITS to login to the network. Although alumni may borrow books and use campus computers, they may not use interlibrary loan services or access the library’s databases from off-campus due to licensing.

Everyone must adhere to the **AU Library Code of Conduct**, which lists inappropriate and so prohibited behavior. Those in violation of this policy will be escorted from the library.

### AU Library Code of Conduct

*The AU libraries rely on the cooperation of all patrons to maintain an optimal space for scholarly activity. Please be courteous to your fellow patrons by observing the following regulations.*

1. Behavior that interferes with Library services and activities is prohibited. This includes, but is not limited to:
   
   a. Acting in a disorderly or disruptive manner (loud conversations, theft of another’s possessions, removal of shirt/shoes)
   
   b. Entering an unauthorized area (Library staff offices, mechanical rooms, etc.)
   
   c. Removing or attempting to remove materials without authorization (theft, failure to check out intended borrowing materials)
   
   d. Using obscene, profane, or abusive language or acting in such a manner
   
   e. Possessing or using alcohol or illegal drugs, or being under their influence
   
   f. Mutilating, defacing, or otherwise damaging Library property
   
   g. Using of furniture, equipment and facilities in an unsafe manner
   
   h. Loudly sleeping, individual-sleeping for more than one half hour, and any form of group sleeping
   
   i. Harassing or threatening others
j. Selling, soliciting, or mass distributing of materials without library director’s permission
k. Smoking or using other tobacco products
l. Failing to follow evacuative direction from Library staff or Campus Public Safety during emergencies
m. Bringing animals in the building (except those defined as "working animals")
n. Using the physical facility for bathing
o. Lacking bodily hygiene
p. Refusing to show ID or submitting erroneous and/or fictitious personal information to library staff
q. Entering the building with an illegal weapon, explosive, or personally-manufactured/improvised weapons (fireworks, firearms)
r. Failing to comply with copyright laws
s. Opening emergency exits or starting alarms in non-emergency situations
t. Posting or distributing information not approved and stamped by Student Life
u. Filming or videotaping without the library director’s permission.
v. Engaging in other behaviors deemed inappropriate by library staff

2. It is inappropriate within the library to use computers to view or print sexually graphic and/or explicit materials for leisure or non scholarly purposes.
3. All users will use headphones when using any audio resource.
4. Users are expected to keep the volumes of their conversations while using their personal telephones as low as possible. Phone conversations at public computer stations or anywhere in the library lasting longer than two minutes are not permitted unless the call is related to the academic activity at hand.
5. All briefcases, handbags, luggage, packages, overcoats, and shopping bags may be subject to inspection by library or Campus Public Safety staff. Any misplaced personal item left unattended for more than 30 minutes in the library will be subject to search, relocated in the library and/or Campus Public Safety lost and found area(s), and possibly removed by local, state, or federal authorities.
6. Interference with employees in the performance of their duties is prohibited at all times.
7. Unsupervised and unruly children are not allowed.

NOTICE: This document is subject to change or alteration at any time. Failure to comply with aforementioned rules and regulations will result in immediate and progressive disciplinary action from library staff or Campus Public Safety possibly resulting in: a) banning from all library resources, b) criminal and/or civil prosecution, or c) legal action. Any violation of federal, state or local law, ordinance or regulations will immediately be reported to the appropriate police department.

What you can do about noise in the library:
• Be quiet when in the quiet areas. If you must speak, go to another part of the library.
• Lower your voice as you leave the lobby/circulation area, elevator, and stairwells.
• If you are working or studying with a group, work in close proximity with other members of your study group, and keep your voices down.
• If you are disturbed by noise in the stacks and study areas, please understand that the larger tables may seat a group working together. You may remind those who are making noise that the stacks and study areas are quiet study areas.
• If the problem persists, report it to a library service desk.

Progressive Enforcement

Step 1. If you are not observing the AU Library Code of Conduct, a staff member will ask you to comply and give you a copy of the policy. If you comply, no additional action will be taken. Your cooperation with library staff is expected. Library staff will be polite toward you. Library users are expected to be polite to others in the library and to respect other library users. If you do not cooperate with staff or comply with the request, the process moves to Step 2.

Step 2. If you are asked a second time to comply and/or you do not cooperate with the request politely and quietly, you will be asked for your identification and asked to leave the building. Step 2 may include a referral to Campus Public Safety Officers, the Police Department, or the University Judicial Board. If you refuse to comply, the process moves to Step 3.

Step 3. If you refuse to provide identification and leave the building, Campus Public Safety Officers or the Police Department will be called. If either entity is called, you will be escorted from the library, an incident report will be completed and forwarded to the University Judicial Board when appropriate.

The library reserves the right to use the services of the University Judicial Board, Campus Public Safety Officers, or the Police Department at any point in the progressive enforcement process.

10/27/2016