

OFFICE: Benedictine Library **CREATED BY:** Gretel Stock-Kupperman

DATE: Created May 14, 2004; Updated December 2, 2009; reviewed 3/12

CATEGORY: Policy

SUBJECT: Library Use and Building Security

The primary mission of the Benedictine University Library is to provide library resources and services that support the Benedictine University community and meet its academic and research needs. The collections are also accessible to others whose information needs require these resources. Policies governing the use of the facilities and collections reflect this mission.

Access

Any individual can access to the Library facilities to use general collection, periodicals and research computing resources on-site. Due to their specialized nature, special collections are governed by more restrictive policies. Please refer to the Special Collections Policy for details.

Animals

Only service animals will be permitted inside the library.

Children and Minors

Individuals twelve or younger must be attended by a parent or caregiver. Exceptions may be made at the discretion of library staff. Parents or caregivers that bring children into the Library are responsible for monitoring their activities and regulating their behavior. Disruption of patrons by children or minors is prohibited.

Patron Conduct

In accordance with the Library Mission to provide an atmosphere conducive to study, users of the Library will be expected to adhere to the following guidelines of conduct:

- Adhere to the Library's Food, Drink and Noise Policy governing silent study areas, cell phone use and sanctioned food and beverages. (See Section 3.3)
- Follow the Acceptable Use of Technology guidelines set out by the Library and the Information Technology department.
- Refrain from inappropriate physical intimacy.
- Refrain from removing materials from the Library without checking them out at the circulation desk.
- Refrain from smoking.
- Refrain from tampering with library lighting, signs, notices or displays.

- Refrain from tampering with software or changing equipment settings.
- Refrain from the destruction, defacement and mutilation of library materials, artwork, facilities and equipment.
- Use Library furniture as it was intended to be used (e.g. do not sit on tables or overturn chairs)
- Wear shirt and shoes at all times.

Emergencies

In the event of an emergency, Public Safety and library staff will alert building occupants to the procedures for evacuation or taking shelter. Also, all buildings on campus are linked by an emergency PA system. Building occupants are required to comply with these procedures. Additional details can be found in the campus Emergency Response and Recovery Plan and the Library Emergency Manual.

Instruction Lab Usage

The primary purpose of the KN232 lab is for classroom instruction and workshops conducted by a librarian. When not in use for instruction, this lab may be used by Benedictine University students. Student logins are required for computer use. Lab users must vacate the lab fifteen minutes before any scheduled session. This lab is designated a Silent Computer Lab during periods of open student use.

This lab may be reserved by Faculty only by approval of the University Librarian, and only for classes of twelve students and under. Students may not reserve this lab.

Literature Distribution and Solicitation

Display of posters, distribution of literature or solicitation is acceptable at the discretion of library staff. Approved materials may be brought to the circulation desk for distribution or display. The Library also maintains a bulletin board on the first floor of Kindlon Hall across from the vending machines. The right portion of this board is available for signs approved by Public Relations or the Student Activities office. Unapproved materials will be removed.

Security and Personal Belongings

In cooperation with Public Safety and other appropriate university departments, the Library tries to provide a welcome, open environment that is safe and secure for everyone. However, items should never be left unattended in the library. All unattended items will be removed and taken to Campus Safety's offices in Krasa.

Campus Security phones are located on each floor of the library next to the west stairwell (near the elevator). Individuals are encouraged to use these phones in case of an emergency. Library staff should be alerted if individuals feel threatened or otherwise uncomfortable in the library.

The Library maintains a lost and found behind the circulation desk. Items not claimed will be sent to Campus Safety's offices.

Room and Facility Reservations

Group study rooms are maintained in the Library for use of active Benedictine University students only. Rooms are available by reservation or first-come, first-served basis. Two or more students may reserve group study rooms in accordance with the Study Room Policy (Section 3.7).

Library conference rooms may be reserved by faculty and staff under the approval of the Library Director. Outside groups wishing to host events on campus will be referred to Conference Services for accommodations.

Enforcement

Failure to comply with the Library’s established rules and regulation may result in the loss of library privileges. Disruptive individuals will be asked to leave and escorted out by Public Safety officers if necessary. Individuals in violation of Illinois state law, city codes or federal laws will be subject to the provisions thereof, in addition to the sanctions of Library policy. Library staff or Public Safety may request any user to provide identification.

Approved by: _____ Date: _____
Jack Fritts – Director of Library Services

Approved by: _____ Date: _____
Donald Taylor–Provost Academic Affairs