

3341-3-45 General Library Use Policy- Undergraduate.

Applicability	All University units
Responsible Unit	Office of the Provost
Policy Administrator	University Libraries

(A) Policy Statement and Purpose

This policy provides general guidelines and rules for use of the university libraries.

(B) Policy**(1) University Libraries staff are committed to providing:**

- (a) A welcoming environment that is safe for both individuals and the collections.
- (b) Space that is conducive to academic research activities, including both quiet and group study.
- (c) Tools for users to freely access information.
- (d) Access to the library collections and collections from other institutions.
- (e) Courteous and respectful service.

(2) The following policies support these commitments, and failure to observe the policies may result in being asked to leave the library or being referred to campus security.

- (a) Computer Workstations are primarily for the use of BGSU faculty, staff, and students. Visitors can login as guests

during non-busy times when many computers are available or can access the wireless network for their own device from the BGSU ITS homepage.

- (b) Children must be supervised by their parent or guardian while in the library.
- (c) Bikes are not allowed inside the doors of the library. They may be attached to any of the racks located outside the library, but may not be attached to the ramp which is to be fully accessible to the handicapped at all times.
- (d) In case of emergency, elevators will be inoperable, and patrons must use stairways.
- (e) Excessive noise or commotion that impacts others' ability to conduct their work is prohibited.
- (f) Skating is not allowed in the library, in the stairwells, or on the deck. This includes, but is not limited to, skateboards, rollerblades, and in-line skates.
- (g) Shoes or appropriate foot coverings must be worn in the library.
- (h) At closing, all patrons are required to leave the building.
- (i) Food and beverages are allowed except where otherwise indicated.
- (j) Mutilation of materials, vandalism, and unauthorized removal of library materials are prohibited by state law (Ohio Revised Code Section 2909.05) and are violations of the Student Code. A minimum charge of ten dollars will be assessed for damaging library materials.
- (k) Use of tobacco products in any form is not permitted in the libraries.

- (l) Service animals and dogs assisting physically challenged patrons are welcome. Pets are not allowed inside the libraries.
- (m) Paging of library patrons is done by the Circulation Desk staff only in emergency situations.
- (n) Photography and videotaping in the libraries are allowed only by permission. Requests must be made through the Dean of university Libraries.
- (o) Signs, flyers, and other publications promoting events, clubs, etc., are permitted only on the designated bulletin boards on 7th and 8th floors.
- (p) Harassment or intimidation of library users or staff will not be tolerated and will be reported to campus police.
- (q) Viewing of Controversial & Sensitive Material

University Libraries resist censorship of information and strongly support the principle of intellectual freedom, and thus support an individual's right to view controversial and sensitive material in the library. However, viewing sexually explicit or violent images or videos at a public computer workstation can be offensive and even threatening to other library users and employees. If UL staff members receive complaints about material that a reasonable person would consider objectionable, the library user viewing the material will be asked to stop or move to a less public location.

Registered Date: March 24, 2015