

3341-3-45 General Library Building Use Policy

Applicability	All University units
Responsible Office	Office of the Provost
Responsible Administrator	Dean of University Libraries

(A) Policy Statement and Purpose

This policy provides general guidelines and rules for use of the William T. Jerome Library and its associated facilities.

(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. Failure to observe the policies may result in being asked to leave the library or being referred to campus security or other relevant university authorities.

- (a) Computer workstations are primarily for the use of BGSU faculty, staff, and students. Visitors can log in as guests when computers are available or can access the wireless network on their own device from the BGSU ITS homepage. Use of computers and other campus technology is governed by ITS policy.
- (b) The group study rooms on the 1st and 7th floors are available without reservation. In consideration of others, please limit your use to 3 hours per day and do not hold the room by leaving personal property in the space. The group rooms are intended for use by 2 or more people, but individuals are welcome to use unoccupied rooms.
- (c) Minors who are not affiliated with the institution or part of a university-approved group must be supervised by a responsible adult while in the library.
- (d) Patrons whose behavior interferes with the use of the library by others may be asked to leave. Examples of prohibited behavior include creating offensive odors or excessive noise.
- (e) **Per university policy**, bikes, skateboards, skates, scooters, and other recreational wheeled devices are not allowed in the library. ADA assistive devices and baby strollers are welcome. Items can be attached to the racks located outside the library but may not block walkways.
- (f) Patrons must be fully clothed, including having a shirt and shoes, to be allowed in the library.
- (g) At closing, all patrons are required to leave the building.
- (h) Food and beverages are allowed except where otherwise indicated.
- (i) 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 charge will be assessed for damaging

library materials. An additional replacement and processing fee will be assessed for material that is no longer usable.

- (j) Smoking and vaping are not permitted in the libraries.
- (k) Animals for scheduled programs and service animals, as defined by the ADA, are welcome. Assistance animals (also known as emotional support or comfort animals) are not allowed in the building per university policy.
- (l) The public address system is for employee use only. We will only take requests to page individuals for emergency situations.
- (m) Signs, flyers, and other publications promoting events, clubs, etc., are permitted only on the designated bulletin boards on the 1st, 7th, and 8th floors. Signs without visible contact information or that are out of date will be removed.
- (n) Persons may not engage in collecting signatures, canvassing on behalf of candidates for public office or ballot issues, soliciting sales for a business, or distributing leaflets inside the library. People engaging in these activities outside the building or the library's associated facilities shall not block, hinder, interfere, or otherwise impede persons from entering or exiting or from accessing book returns.
- (o) Harassment or intimidation of library users or staff will not be tolerated and will be reported to campus police.
- (p) 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.

Equity Impact Statement: The policy has been assessed for adverse differential impact on members of one or more protected groups.

Registered Date: March 24, 2015

Revised Date: August 19, 2024