

## Library Building Use and Conduct Policy

Effective: March 1, 2022

Revised: December 8, 2022

Next Scheduled Review: March 2023



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The primary mission of the Tarleton Libraries is to support the University's students, faculty, and staff. As a public institution, the Tarleton Libraries is open and accessible to those with information, research, and learning needs. Guests affiliated with Tarleton entities and events are encouraged to use the library. Non-affiliate guests must be at least 18 years old, or must have supervision of an adult 18 years or older.

The Tarleton Libraries seeks to provide a welcoming, comfortable, and safe environment for those visiting and working in the Library. This Building Use & Conduct Policy sets expectations for the use of Library spaces and is designed to ensure that the entire community of Library users can access and utilize the shared resources of the Library with privacy, dignity, and respect.

All patrons are required to comply with directions from Library staff and other University officials in the performance of their duties. Problems, concerns, or policy violations may be reported to any Library service desk or Library Administration. Non-urgent issues or comments may also be reported online using our [Suggestions form](#). If you experience or observe bias in your use of the Library, please submit a report.

Specific Tarleton Libraries policies are outlined below; all other University policies not listed are also enforced.

### Alcohol

Alcohol is prohibited in the Library except for events approved and sponsored by the Library and approved by the President. Alcohol consumption by anyone under the age of 21 is prohibited at all times.

### Animals

Service animals are allowed in the library. Service animals are those trained to assist persons with disabilities, as defined by the U.S. Department of Justice [ADA Requirements for Service Animals](#). This does not include emotional support animals. Unattended animals anywhere on campus are in violation of the [campus policy](#).

### Cell Phones

The Tarleton University Libraries allow the use of cell phones in their buildings. However, we request you remain courteous of those around you.

To assist with courteous behavior we request you:

- not use your phone at public service desks or during library programs.
- Turn your cell phone to its lowest volume or use the silent signal function.
- Keep your cell phone within easy reach so you can answer it quickly.
- Keep your voice low and your conversations short when talking on your phone.
- Step outside to use your cell phone if you are disrupting other library patrons.

Patrons refusing to follow these guidelines, after appropriate reminders, will be subject to the disruptive behavior policy and will be asked to leave the building for the remainder of the day.

## **Computer Use**

The Tarleton Libraries welcome and encourage guests to use our resources. All visitors must use information technology and electronic communications in a responsible manner and in compliance with Tarleton's [IT Standards for All Users](#) and the [Student Conduct Code](#) section 5.3: Misuse of Computing Resources.

Tarleton and other University students with proper ID have priority access to Library computers over guest users.

### **Wireless Access:**

"Tarleton-Visitors" is the network for visitors who are not Tarleton affiliated but require Internet access while at a Tarleton location. NOTE: Tarleton email addresses may not be used to register as a guest.

Visitor wireless accounts will expire exactly 3 days from the time they are created. Expired accounts are removed at midnight each night. Once an account is removed, users can request a new account for their next visit.

### **Inhouse Access:**

- Visitors may [purchase a Friends of the Dick Smith Library membership](#) or show a valid TexShare card from a participating institution.
- Guests must provide a valid ID at the information desk to obtain a temporary username and password.
- Guests must use computers on the main level to facilitate the staff's assistance.
- Guests should limit their computer time to two (2) hours.
- Dick Smith Library
  - Printing is \$.05/per single-sided or \$.08/per double-sided page using a guest printer card from the Texan Card Kiosk; charges are non-refundable.
- Rickett Library
  - Printing is not available for guest users.

## Disruptive Behavior

Behavior that disrupts other patrons' ability to use Library spaces, resources, and services for research and learning, is prohibited, as is behavior that prohibits Library staff from performing their job duties. This includes but is not limited to:

- Excessive noise
- Bringing strong odors into the Library
- Blocking passage or egress
- Threatening or harassing Library users or staff
- Refusing to comply with Library policies or directions of Library staff

Disruptive behavior may be in violation of [Texas Penal Code, Section 42.01: Disorderly Conduct](#).

## Food and Drink

The Tarleton Libraries permits eating and drinking as outlined below. We count on our users to help us ensure a safe and clean building. To ensure the preservation of collections, library equipment, and facilities, we ask you to be conscientious in disposing of trash and in abiding to these guidelines:

### General Guidelines

- Drinks in rigid containers with lids are permitted throughout the library, except in areas listed below. Open containers are not permitted.
- Food is permitted except in the areas listed below. Please be respectful of others and clean up after yourself.
- Cooking, food deliveries, food parties, and group meals are allowed only with advance permission and only in designated meeting rooms.
- Large trash receptacles are available throughout the library. Encourage others to take care of the library and to treat it responsibly.
- Accidents happen. Should spills occur, please use paper towels from restrooms to clean up and notify library personnel at one of the service desks. We just need to make sure it gets cleaned up by maintenance to avoid permanent stains and bugs.
- Library staff reserves the right to ask anyone who disregards these guidelines to remove the food/drink from the building immediately, move to another area of the library, or to leave the building.

### Dick Smith Library

- Food is not allowed in the following areas:
  - Library Training Center
  - Computer workstations and other equipment (i.e. copiers, printers, library laptops, scanner, and so on)
  - Special Collections Room (no food OR drink)

## Rickett Library

- Food is not allowed in the following areas:
  - Computer workstations and other equipment (i.e. copiers, printers, library laptops, scanner, and so on)

## Noise

The Libraries do not discourage discussion, group work and study in the buildings. We do however provide quiet study space on the upper floor. We also provide group study rooms and collaboration stations for those who need active discussion.

Please be considerate of others and be aware of your noise level when using cell phones in quiet areas. Note that even if you are using earphones, your electronic device may be loud enough to disrupt others. If we receive a complaint of your noise level we will issue a warning. After the first warning, you may be asked to leave the library.

## Spaces

### First-come, First-Served Study and Collaboration Spaces

The Tarleton Libraries provide various spaces to meet your study and meeting needs. These areas include quiet spaces, first-come, first-served study rooms, and collaboration tables. Additionally, each library provides seating, study tables, and desktop computers throughout their building.

- Library staff is not responsible for setting up rooms or operating equipment.
- Please report any problems or mishaps with the rooms to the front desk immediately. Users are responsible for any cleaning and/or repair cost brought about by their use of the room(s).
- Unattended items will be subject to the unattended items policy below. As materials are collected, the room will become available for others to use. Any loss of items before the library staff are able to collect are not the responsibility of the library.
- Please be respectful of your neighbors and try to keep noise to a minimum. Study rooms and collaboration spaces are subject to the Noise policy below.
- Please refrain from attaching items to the walls.
- Please do not cover the windows in the rooms. The library staff take an hourly count of patrons in the building for our usage statistics.
- Please leave rooms clean and tidy. Please place trash in appropriate trash receptacles prior to leaving.
- Flammable items are restricted from the library. You will be asked to leave if found with flammable items in the rooms.
- Tarleton is a smoke free campus. No smoking or use of smokeless tobacco is allowed on the library premises.

### Dick Smith Library

- All study rooms on the upper floor of the library are first-come, first-served.
  - Individual rooms seat one and have a desk and 2 chairs.

- Group rooms can seat 4-6 and have a table and whiteboard.
- Collaboration tables are located on both the main and lower levels
  - Tables seat up to 5-6 people and are equipped with a large TV screen, computer, HDMI cables, a keyboard, and a mouse.

#### Rickett Library

- The 2 collaboration rooms on the left side of the library can seat up to six (6), has a four (4) hour time limit and is equipped with a large TV screen, on-board computer, HDMI cables to allow for laptop viewing on the larger screen, and glare-resistant white boards

The 3 study rooms on the left side of the library can seat up to six (6), has a four (4) hour time limits and is equipped with a white board.

#### Reservable Spaces

The library provides four rooms that need to be reserved to be used. Tarleton students, faculty, and staff may make reservations [online](#). Required information for reservations include contact name, email, and phone number as well as specific dates and times, number of participants, and course or event name are required.

Guests may make reservation in person at the Circulation Desk, over the phone ([254-968-9450](tel:254-968-9450)), or by sending an email to [MyLibrary@tarleton.edu](mailto:MyLibrary@tarleton.edu). Room requests from Non-Tarleton users are approved on a case-by- case basis.

#### Multi-purpose Room (Dick Smith Library 104)

The Multi-purpose room can seat forty-six (46) with tables or seventy (70) without tables. It is equipped with a computer, video conference equipment, projector, Smartboard, and conference phone. The group minimum for a reservation is eight (8).

- Reservations for the Multi-Purpose Room are only accepted for approved events, and is not intended for extended recurring use or use as a classroom (i.e. having a standing meeting multiple times a week for the entire semester).
- We limit each person/organization's use to four (4) reservations per month. To appeal this limit, please contact the Access Services Manager via email [mylibrary@tarleton.edu](mailto:mylibrary@tarleton.edu).
- Student organizations must be active in [TexanSync](#) to book the Multi-Purpose Room by placing an event request in TexanSync and linking the event to the Library Multi-Purpose Room. For assistance submitting an event request in TexanSync, please contact the office of [Student Involvement, Spirit, Tradition, and Family Relations](#).
  - Please submit your TexanSync request a minimum of five days in advance to allow time for library approval.
  - Students may book the Multi-Purpose Room [online](#) using their NTNET information on behalf of their organization in order to guarantee their meeting time, but the organization must also submit a TexanSync event within 3 business days to receive reservation approval.

- Library staff review event requests Monday through Friday and will approve or deny the event request based on availability, and then reserve the room for you.

### **Presentation Practice Room (Dick Smith Library 155)**

The Presentation practice room is a space for students to practice their presentations using standard equipment of the university. The room can seat six (6). There are 3 tables and 6 chairs. The equipment includes a podium, computer, InFocus projector and SmartBoard.

- This room can be reserved for a maximum of two (2) hours at a time and is not eligible for renewal.
- The fine rate for overdue rooms is \$5.00 per hour.
- Upon checking in at the Circulation Desk, users will receive kit with SmartBoard dry-erase markers and presentation remote. (Please note: using regular dry erase markers on the SmartBoard will result in damage, which will result in fine for the damage).

### **Collaboration Rooms (Dick Smith Library 159 & 160)**

Collaboration rooms are designed for group study and presentation creation. The room can seat six (6). The room is equipped with a large TV screen, on-board computer, HDMI cables to allow for laptop viewing on the larger screen, and glare-resistant white boards.

- This room can be reserved for a maximum of four (4) hours at a time and is not eligible for renewal.
- The fine rate for overdue rooms is \$5.00 per hour.

Please check in with a current Texas Card or Photo ID of the person who make the reservation at the Circulation Desk to be escorted to the room. The individual making the reservation is responsible for all behaviors of the participants in the room. Users who do not check in within 30 minutes of the reservation start time will lose the room unless prior arrangements have been made.

Please consider set up and cleaning time needed for your reservation and book the room accordingly. Individuals are responsible for returning the room to the original table/chair configuration prior to the conclusion of their reservation.

The library reserves the right to cancel a reservation if the room is needed for Tarleton events. Users who do not follow the conduct rules of the library will be asked to leave the library even if they have a reservation and will lose reservation privileges.

### **Skateboards, Bicycles, Rollerblades, Motor Scooters, and Other Modes of Transportation**

The Library provides designated bicycle racks for all bicycles. Bicycles are not allowed in the building. Failure to comply with these regulations is considered a violation of [Tarleton Regulations on Skateboards, Bicycles, Rollerblades & Motor Scooters](#).

Skateboards, skates, and motor scooters may be brought into the Library, but may not be ridden or used in the building or near Library entrances. They must be stored out of the way of traffic when in the building. Assistive devices for persons with disabilities or injuries are exempt.

The Tarleton State University prohibits the use, possession, charging, or storage of hoverboards in any of its buildings, including the Tarleton Libraries, per the [Tarleton Hoverboard Policy](#).

### **Sleeping**

Library areas may not be used for prolonged sleeping or as living quarters. Tarleton State University offers assistance for students in need of housing and shelter through the [Tarleton Purple Pantry](#).

### **Smoking, Tobacco, and e-Cigarettes**

Tarleton is a smoke-free and tobacco-free campus. Smoking, the use of smokeless tobacco products, e-cigarettes, vaping devices, and unregulated products are not allowed on any Tarleton owned or leased properties. Texas state law prohibits smoking inside many public buildings, such as schools, libraries, theaters, hospitals, etc.

- [Tarleton Smoking and Tobacco Use Policy 34.05.99.T1](#)
- [Texas Penal Code Sec. 48.01 Smoking Tobacco](#)

### **Soliciting and Posting**

Soliciting for donations, sales, petition signatures, etc. is not allowed in the library.

Posting/distributing literature within the building or near its entrances/landings/stairs must be approved by Student Media at the Source and posted in the designated areas of the library. See [Publicity and Solicitation Guidelines](#) for information about other areas on campus where these activities are permitted.

### **Unattended Personal Belongings**

For safety and security reasons, do not leave personal belongings unattended. If discovered, such belongings may be routed to Lost & Found at the circulation desk and then sent to the Tarleton Police Department or disposed of as appropriate. The Library is not responsible for any loss or damage to personal property.

### **Vandalism/Destruction of Library Property**

Misuse, defacing, or damaging Library materials, furniture, and facilities is forbidden. Such acts may be construed as vandalism and are in violation of [Texas Penal Code, Sec. 28.03 Criminal Mischief](#); [Sec. 28.04 Reckless Damage or Destruction](#); [Sec. 28.08 Graffiti](#).

Library staff reserves the right to ask anyone who disregards any of these guidelines to move to another area of the library. Patrons in violation of the Tarleton Libraries' Building Use & Conduct Policy may be asked to leave the building, refused future access, referred to the Office of Student Conduct, or reported to the Tarleton Police Department.