

Levi Watkins Learning Center General Policies

All library customers of the Levi Watkins Learning Center (LWLC) are expected to conduct themselves in a manner, which enables other customers and staff to accomplish their intended library tasks in a safe and orderly atmosphere. Library staff will listen to, and respond when appropriate, to complaints voiced by customers. Staff will take appropriate action when customer behavior causes disruption or unreasonable interference in the delivery or receipt of library services. Any staff member who witnesses illegal behavior will notify his or her immediate supervisor who will contact the police when necessary.

1. Code of Conduct

This code has been developed to augment, and is consistent with, the Code of Student Conduct and Disciplinary Procedures in Non-Academic Matters, as published in the official student handbook of Alabama State University (ASU), *The Pilot*. These codes cover the internal and external areas of the LWLC (including courtyard and entrance/exit areas of the library).

The following behaviors are in conflict with the mission of the LWLC Library and are cause for action by the library staff or a representative of the library staff:

- Refusing to abide by the policies set forth by ASU and the LWLC
- Not allowing search of possessions when the security alarm has been activated upon exit
- Opening emergency exits, except in emergency situations, or blocking emergency exits or aisles
- Unauthorized use of the library computers as specified in ASU Code of Student Conduct
- Refusing to show identification upon request of library staff
- Bringing animals other than service animals inside the Library
- Refusing to honor Library regulations regarding overdue items, materials recalled by the library and the payment of fines and/or fees for lost or damaged library materials
- Concealing Library materials in the building for the exclusive use of an individual or group
- Leaving personal materials and library books that have not been checked out unattended in stacks and study areas for extended periods of time or overnight
- Eating or drinking in the building, except in designated areas

- No smoking, drugs or alcohol is allowed inside any area of the library, courtyards or patios
- Being in an unauthorized area of the Library, or remaining in an area after its closing
- Staying in the building when requested to leave during emergency situations or drills
- Sharing an ASU ID, Consortium to allow unauthorized users entrance to the library
- Damaging or abusing library properties

II. Illegal behavior includes but is not limited to the following:

- Harassment - Threatens or annoys another person by physical contact, abusive or obscene language (including inappropriate tone of voice) or follows a person in or about a public place.
- Drunk and/or Disorderly Conduct - Causes public inconvenience by fighting, unreasonable noise, abusive or obscene language or gestures, threatening behavior, hazardous or physically offensive condition
- Trespass - Knowingly enters or remains unlawfully on the premises
- Theft (Larceny) - Wrongfully takes, obtains, or withholds the property of another
- Criminal Mischief - Intentionally damages the property of another (includes vandalism and mutilating library materials)
- Assault - Intentionally or by reckless conduct causes injury to another person
- Public Lewdness - Intentionally exposes the private parts of the body in a public place
- Controlled Substances - Includes using, selling, or possessing controlled substances on library property, and entering library property while intoxicated or under the influence of illegal controlled substances. The use of alcohol is prohibited on library property
- Abusive or Obscene Language or Gestures - Includes language or gestures that convey a sexually explicit message or are conveyed in a coarse or crude matter and any language that verbally abuses another individual.
- Loitering - Defined as a person who wanders around the library without apparent legitimate reason and disturbs other customers.
- The library reserves the right to require anyone who engages in disruptive behavior to leave the premises, the right to restrict privileges for a specified period of time, and the right to ban the individual from the library for a specified period of time or permanently.

In most cases, a staff member will notify the individual that he or she is in violation of the standards of conduct and will provide one verbal warning. Unlawful activities will be reported immediately to the police.

III. Electronic Devices and Loud Conversations

Appropriate use of cell phones and similar electronic devices as well as any other noise, such as loud conversations, should be governed by common sense and courtesy to others using the library to study.

Cell phones and similar electronic devices must be set on silent only in the library.

Cell phone conversations should be limited to the Internet Cafe on the first floor or in the stairwells.

The Fourth floor of the library is designated as the "QUIET ZONE" floor.

A group study room should be used for group meetings only.

Please use a low voice when using a cell phone in the acceptable areas.

The library reserves the right to ask patrons to leave the building if they are using cell phones in restricted areas or disturbing others in any area of the library.

IV. Children and Youth Policy

All persons under the age of 16 must be accompanied by an adult in order to use the library, courtyards or patio. Staff and security officers can ask for identification to verify the age of a patron. Children cannot be left unattended in the Library while parents/guardians attend meetings. Youth that are disruptive or who are not studying can be asked to leave with the above policy, when not accompanied by adults, or they may be referred to the security officer on duty.

V. Group Study Room Reservations

In order to use a group study room, a student, faculty, or staff member will need to present a valid, current ASU ID at the Information Desk (no exceptions). Students must be enrolled for the current semester. To reserve a Group Study room, students must check in at the Information Desk.

VI. Library Materials

Library materials must be checked out in advance when using special events and group study spaces. Book bags may be requested for search when entering these spaces.

VII. Food and Drink

Foods and beverages will be allowed in the Internet Cafe only. Drinking water is allowed in public spaces when maintained in closed spill proof containers with sealable lids.

VIII. Library Courtyard

All ASU students are expected to conform to the recognized standards of conduct, behave with decency, and dress appropriately while attending on and off campus functions and in academic settings, social events, extracurricular activities, and other public functions.

The following behaviors are in conflict with the mission of the LWLC Library and are cause for action by the library staff or a representative of the library staff:

- Refusing to abide by ASU and LWLC policies.
- Vandalizing or defacing the Library building, furniture or equipment, or engaging in behavior that could do so.
- Bring animals other than guide/assistance dogs inside the Library Courtyard.
- Creating a disturbance or behaving in a manner which interferes with normal use of the Library (including rowdiness, noise, and offensive interpersonal behavior).
- Removing or attempting to remove Library materials or property from the building without authorization.
- Smoking.
- Opening emergency exits, except in emergency situations, or blocking emergency exits or aisles.
- Refusing to show identification upon request of library staff.
- Playing loud music except approved events.

IX. Pets

No animals or pets are allowed in the Library with the exception of service animals.

X. Parking

All parking must adhere to the ASU Department of Public Safety's rules and regulations. Off campus visitors are responsible for obtaining a parking pass for persons attending an event/activity/meeting at the LWLC.