

## **Joyner Library Procedure Manual**

300.65

**Subject:** Library Conduct

**Title:** Joyner Library Conduct Procedure

**Administrative Procedure – Date Issued by Administration:** December 2004

**Date Revised:** August 9, 2017; May 13, 2019; January 1, 2024

Joyner Library is committed to providing users with an environment that is safe, comfortable, and conducive to study and research. Users and visitors are expected to engage in behavior consistent with this goal. They are also expected to abide by all relevant University procedures and policies, state laws, and federal laws. To ensure that all library users and visitors are able to use library resources and services effectively, Joyner Library requires full compliance with the rules and regulations listed below. Entering the library represents an agreement to abide by these rules. Anyone who observes violations of this procedure may report them to a security guard who will take the appropriate action.

### **Prohibited Behavior:**

- Using abusive, insulting, threatening, vociferous, or vulgar language or gestures
- Preventing or limiting access to library facilities, equipment or materials through theft, vandalism, or deliberate misplacement of materials
- Removing library materials from the building without checking them out
- Defacing, destroying, or corrupting any of the library's property
- Engaging in disorderly or disruptive behavior
- Using drones and recreational modes of transportation (such as rollerblades, skateboards, hoverboards, roller skates, and bicycles) in the library
- Possessing or using alcohol or illegal drugs
- Using tobacco products, including smokeless tobacco and electronic cigarettes
- Solicitation or sales activity
- Being in unauthorized areas of the library, or remaining in the library after closing, or

when requested to leave during emergency situations or drills

### **General Behavior:**

- Library patrons must observe all posted rules of library use, including, but not limited to, restrictions related to the use of study rooms.
- Cell phones, laptops, and other electronic devices should be muted to avoid ringers and sound effects.
- Headphones must be worn when listening to audio content from electronic devices and the volume should be set at a level that ensures that the sound is not audible to others.
- Cell phone conversations should be brief and conducted in a low voice. If an extended conversation is necessary, please go outside the building. Take your belongings with you if you move to make a phone call. Cell phone conversations are discouraged in the Music Library and prohibited in Special Collections and at library service desks.
- Individuals 14 and under must be accompanied by an adult. Adults who bring children or minors into the library are responsible for monitoring their activities and regulating their behavior.
- Shirts and shoes must be worn at all times.
- Animals are not permitted in the Library. This prohibition does not apply to service animals trained to assist individuals or animals approved by ECU officials for special circumstances or events.

### **Food and Drink:**

- Food and drinks are permitted in Joyner Library, except in the following locations:
  - North Carolina Collection Reading Room
  - Special Collections Research Room
  - University Archives
  - Fourth Floor Reading Room
- The Music Library permits drinks with lids on them and snack foods.
- Trash and recycling should be disposed of in the nearest appropriate receptacle.
- If a spill occurs, the patron responsible should notify the nearest service desk for staff to submit a Building Operations request for housekeeping.