

Policy Number/Title:	2.5.03 Dacus Library User Code of Conduct
Effective Since:	08/25/2021
Last Revision Approved:	05/03/2021
Responsible Office:	Dean, Ida J. Dacus Library and Pettus Archives; Academic Affairs

1. Scope:

This policy applies to students, faculty and staff.

2. Definitions:

This section is intentionally left blank.

3. Policy:

Dacus Library supports the instructional and research activities of the Winthrop University community and provides access to members of the public who may need to use the library's resources for scholarly research. Dacus Library strives to provide an environment that is welcoming and conducive to research and continuing education. Please review the procedures section of this policy for expectations of conduct while visiting the library.

4. Procedures:

To ensure the safety and comfort of all library users, library users are expected to adhere to the following guidelines while visiting.

Library User Guidelines

- Library users are expected to act responsibly, courteously, and to be respectful of library employees and other library users. All users are expected to abide by [Winthrop University's Interim Title IX Sexual Harassment Policy](#). Winthrop University students must abide by the [Winthrop University Student Conduct Code](#).
- Library users must provide valid identification upon request.
- Non-Winthrop visitors under the age of 16 must remain in the company of a parent or adult guardian at all times.

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- Dacus Library's computers, scanners, and other equipment are primarily for the use of Winthrop University students, faculty and staff. Winthrop University students and faculty will be given priority access to all equipment.
- Library users should be aware of and adhere to the [Winthrop University Policy on the Appropriate Use of Information Technology Resources](#).
- Snacks and covered drinks are permitted in Dacus Library, except near computers and other library equipment. Users are expected to leave no trace of consumable items, properly dispose of uneaten food and food and drink packaging, leave work and seating areas clean, and report spills immediately to library employees.
- Attire appropriate to a public building is required, including shoes.
- Only animals trained to support a person with a disability are permitted in the library.

Activities and Behaviors Not Permitted

Activities and behaviors that are not permitted in the library and will result in disciplinary action and/or removal from the library include, but are not limited to:

Conduct that immediately endangers or persistently disturbs library employees or other library users or disrupts academic activities, library services, programs, or events, including:

- Written, verbal, emotional, or physical abuse, including, but not limited to, direct or implied threats or harassment;
- Excessive noise, loud talking, or extended cell phone conversations;
- Disrupting library employees' or library users' work or space with unwelcome conversation, advances, or other actions
- Sexual misconduct of any kind
- Soliciting of any kind
- Smoking (including e-cigarettes) or using other tobacco products in or near the library. A designated smoking area is located between Dacus Library and Withers.
- Consuming alcoholic beverages or using illegal or controlled substances in or near the library
- Entering the library in a state of intoxication or other impairment
- Possessing and/or attempting to use formal or crude weapons
- Failing to provide appropriate identification when requested by a library employee
- Refusing to exit the library at closing time
- Any criminal activity

Abuse of library equipment, materials, furnishings, or property, including:

- Stealing or defacing the library building, property, or library materials or any other form of vandalism, including attempts of destruction.
- Misuse of or hoarding library equipment, spaces, or furnishings
- Use of electronic devices or equipment in a manner inconsistent with a research/study environment
- Violating the [Winthrop University Policy on the Appropriate Use of Information Technology Resources](#)



Refusal to adhere to these guidelines will result in loss of library privileges. Students in violation of this policy may be reported to the Dean of Students. All reports of criminal activity will be referred to Campus Police.

5. Resources:

Visit the Dacus Library Website for additional information on library access, resources, and services.

- [Winthrop University's Interim Title IX Sexual Harassment Policy.](#)
- [Winthrop University Student Conduct Code](#)
- [Winthrop University Policy on the Appropriate Use of Information Technology Resources.](#)

6. History of Revisions:

05/03/2021 Policy first established

7. Approvals:

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: