

Library User Conduct Guidelines - April 4, 2023

Introduction

Appropriate use of the Library Guidelines

Sprague Library employees strive on behalf of all library users (faculty, staff, students, alumni and members of the public) to provide a welcoming and respectful atmosphere that is conducive to study and research and that is comfortable and safe for both library users and library staff. Sprague Library is committed to protecting the rights of individual users and to preserving and protecting library materials, equipment, facilities and grounds. Sprague Library abides by the [Montclair State University Code of Student Conduct](#), [Guidelines for Responsible Computing](#), other university policies, and applicable state and federal laws.

Library users who do not adhere to the following behavior guidelines may be asked to leave and may be subjected to the loss of library privileges, appropriate administrative action within the University, or prosecution under state law. Flagrant or repeat violators may be banned from all University locations. Instances of non-compliance will be documented and kept on file. Questions regarding this policy may be directed to the front desk located in the first floor lobby of the Library.

Note: Some areas in the library are restricted for instructional or special use such as the Art & Design classrooms and labs, the C.A.S.T. space, etc.

Access to the Building

Library users may not access or remain in the library building outside of the library's [posted service hours](#) with the exception of late night classes that are scheduled within the building. All other users will be asked to exit the building promptly at closing. Students attending late night classes in the Library will be escorted to the exit by their instructor at the end of the class. Also, users may not refuse to leave the Library during a fire alarm or a building evacuation.

Animals in the Library

Only service animals are allowed into the Library. No other animals are allowed except in accordance with the [Montclair State University Animals on Campus Policy](#). Service animals must be under the handler's control at all times.

COVID-19 Policy

Library patrons must comply with Montclair State directives, protocols, and policies related to

health and safety. In adherence with University [health and safety protocols related to COVID-19](#), everyone is free to wear a mask at any time in the Library. Library patrons are also expected to be respectful of individual choices related to masking.

Food and Drink

Non-alcoholic drinks in durable containers (no-spill and capped containers are encouraged) and food are allowed in public areas and study rooms. When consuming food and drinks in the Library, please:

- Consume food and drinks responsibly.
- Leave your study area clean for the next person.
- Report spills or get cleaning supplies from the Desk in the lobby.

Motorized and Non-Motorized Vehicles in the Library

Use of wheeled transportation is prohibited in the Library, including but not limited to bicycles, scooters, hoverboards and skateboards. In accordance with the [Campus Guidelines for Personal Electric Vehicle Operation](#), bringing an e-scooter, e-bike, e-hoverboard, etc. into the Library is strictly prohibited. Electric vehicles, bikes, and other large non-motorized vehicles can be parked and secured at the University-provided rack on the north side of the building. Use of mobility aids, including wheelchairs, mobility scooters, and walkers, is permitted. Skateboards must be carried when in the building.

Noise Disturbances

Library users expect the Library to be a place for study and research. All library users are required to be courteous and refrain from harassing or annoying others by behaving in a manner which creates excessive noise or commotion. Examples of noise disturbances include loud cell phone conversations, and using audible devices without headphones or with headphones set at a volume that disturbs others.

Designated "Quiet Spaces" are located on the 1st floor (Silent Study Area), 2nd floor, and the R-Z section on the lower level. Group study rooms are not soundproof and users are expected to be courteous of library users in adjacent areas. Individuals or groups interacting at service desks and groups working together in the common areas are expected to speak in normal conversational tones.

Photographing and Filming in the Library

Library users must refrain from filming or taking photographs in the library without prior authorization. Once you receive [authorization](#), you must take care to not unduly disturb any nearby library users, and you must ask permission of library users before taking photographs and/or filming them in the Library.

Smoking

Smoking, vaping, and the use of tobacco products and electronic cigarettes, is prohibited in all library locations indoors and outside of the building in accordance with the University's [Tobacco Free Policy](#).

Solicitations

Non-MSU organizations and businesses are prohibited from using library spaces to conduct business or to recruit or solicit potential customers. MSU organizations must refrain from distributing literature, gathering signatures, soliciting contributions, tabling or conducting surveys inside the Library without prior authorization from the Library Administrative office. Fliers approved by Student Life may be posted on the bulletin boards on the Lower Level of the library.

Staff Areas

To assure the safety and productivity of library staff, library users without an appointment are not permitted in staff areas unless invited to enter by staff as necessary for the conduct of library business.

Unaccompanied Minors

Children or adolescents under the age of 18 who have no university affiliation must be accompanied by a parent or adult guardian at all times as per the University [policy for the protection of minors](#). Parents or guardians who bring children to the library are responsible for their protection and safety and must never leave children unattended. Parents or guardians are responsible for children's use of the Library, including access to the Internet. When a child is in the library unattended by a parent or guardian, Montclair State University Police will be called to ensure the safety of the child and to assist in locating a parent or guardian.

Unattended Items

The Library is not responsible for unattended items, and staff are not authorized to watch or hold items for library users. Library users should take steps to secure their valuables including textbooks, laptops, mobile devices, wallets, etc. and not leave such items unattended on tables, in carrels, in study rooms and classrooms or elsewhere. Books and other materials left unattended may be removed by the library staff and taken to the library's Lost and Found in the Access Services Department on the first floor. Library staff will alert the Montclair State University Police to investigate unattended suitcases, briefcases or backpacks.

Vandalism and Destruction of Library Property

The Library is responsible for the custodial care of library resources for the benefit of the overall community. No person should willfully, maliciously, or wantonly mutilate, deface, tear, write

upon, mar, or injure any library materials, electronic resources, furnishings, equipment, or the facilities themselves. Users should refrain from marking library materials with pencil, ink, post it notes, tape, paper clips, bending corners of pages and lying books open facedown. Do not rip or cut pages out of library materials; scan or photocopy materials instead.

Appropriate Use of Computing Resources

Access to computers, wi-fi, copying, scanning and printing facilities, and other computing resources is granted subject to University policies, and local, state, and federal laws. Use of these resources must be consistent with professional standards and University policies; reflect the principles of academic integrity; show restraint in the consumption of shared resources; and adhere to law and University policy in regard to intellectual property, ownership of data, copyright, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation and harassment. Use of computing resources in the Library is on an "as is" basis. The Library reserves the right to restrict access to any or all computing resources on a temporary or ongoing basis in response to policy violations.