

LIBRARY POLICY ON CONDUCT

The library's primary mission is to fulfill the information and research needs of the University, Brainpower connection students, faculty and staff. The library also extends limited access to collections and services for the general public with a legitimate research need. All users are required to abide by the Library's Conduct Policy. Guests (UIW alumni and the general public) are required to show a current picture I.D. and be signed in upon arrival.

The library strives to meet the following goals for its authorized users:

- Providing access to materials according to Mabee Library policies.
- Maintaining journals, documents, and books that are complete and unmarked.
- Providing connectivity to online databases for the purpose of research.
- Fostering a library environment suitable for studying and research.

Certain behaviors, detailed below, are in conflict with these goals:

Any person who commits or attempts to commit offenses listed below or any other behavior deemed illegal under the laws of the state of Texas or the Federal Government, whether a member of the University community or not, is subject to sanctions, including:

- Being asked to leave the library or campus.
- Being reported to the police.
- Being prosecuted to the fullest extent of the law.

Collections and Library Equipment

- Removing materials and equipment without proper checkout or official authorization. Users who trigger the theft detection system are required to open any bags or briefcases for inspection.
- Failing to renew or return materials when due or failing to pay accrued fines.
- Concealing the library's materials for the exclusive use of an individual or groups.
- Damaging materials by marking, underlining, removing or folding pages, removing binding, or doing anything else which may result in damaging or defacing of library materials.
- Removing or disabling or attempting to bypass electronic theft devices.
- Removing computer hardware and accessories.
- Altering computer settings, deleting or damaging any computer system, network, or program. Please see the University's [Responsible Use of Computing Resources](#) for further information.
- Failing to adhere to the U.S. Copyright Law or software licensing agreements.
- Eating is not allowed. Drinking is allowed only from covered containers.
- Using smokeless tobacco.
- Smoking in the building or near entrances and exits.

Building and Furniture

- Vandalizing or defacing the library building, furniture, or equipment

- Being in an unauthorized area in the library, remaining in the building after closing, or refusing to leave during emergency situations when requested to do so by a library staff member or police officer.
- Tampering with fire alarms, fire extinguishers, the elevator, or opening emergency exits in non-emergency situations.

Library Environment

- Causing any disturbance or engaging in a behavior which interferes with normal use of the library including (but not limited to) verbal abuse, threats of violence, offensive sexual behavior, noise, and the use of cellular telephones in any area of the library.
- Posting materials in any area other than the bulletin board located in the lobby. All items must be stamped and dated by the Dean of Campus Life Office and submitted to the Dean of Library Services for approval and physical placement.
- Carrying weapons unless authorized by law.
- Possessing or consuming alcohol or illegal drugs.
- Bringing in pets or animals (except for guide dogs for the blind or hearing impaired).
- Bringing pre-high school children who are not supervised at all times by a parent or designated custodian. High school students must meet guidelines outlined in the [Policies for Library Visitors](#). Bringing bicycles or skateboards into the library. Bicycles can be parked outside the building.

Children in the Library:

- Children must be under the constant supervision of a parent or designated adult custodian at all times. The parent or adult custodian is responsible for their children's behavior.
- Parents or designated adult custodians are responsible for their children's use of the collection and library resources. Library collections are developed to support curricula and research expectations at the University of the Incarnate Word so some material may be inappropriate for viewing by children.
- We request that parents not put children at computers in the research area.

reviewed and updated: 09/2014dd