Angelo State University Library
Policy and Procedure Memorandum

PPM #3: **Library's Primary Clientele and Acceptable Facilities Use**

DATE: 3 December 2012

PURPOSE: The Angelo State University Library provides access to information and services to the campus community and surrounding areas. The Library also strives to protect access to library facilities and services, to ensure the safety of users and staff, to protect library resources and facilities from damage, and to ensure a pleasant and conducive environment for study and research for all users. The Porter Henderson Library requires that each user of the Library abide by acceptable use and all applicable Library and University policies, rules, and regulations, as well as the University Honor Code as outlined in the most current edition of the *Student Handbook*. In addition, the Library and University administrations have the authority to impose reasonable restrictions on the time, place, and manner of library access.

REVIEW: This OP will be reviewed in June of even-numbered years by the Executive Director of Library Services in consultation with University Library Committee.

POLICY/PROCEDURE

1. The Library's primary clientele are persons with an official connection to Angelo State University including currently enrolled students and currently employed faculty and staff. Courtesy borrowing privileges are extended to others on a uniform but restricted basis in order to provide appropriate service to the primary clientele. The Access Services Department maintains a list of members from affiliated groups eligible for library borrowing privileges. With the exception of participants in the Up and Coming Scholars Program (or similar programs), a parent, guardian, or teacher should accompany children under the age of 16.

2. The Porter Henderson Library is a designated depository for United States documents. All document collections are open to the public.

3. Those designated areas recognized and identified as the Porter Henderson Library and West Texas Collection under the supervision of the Director are open to the public for study as well as use of library resources. The Learning Commons on the First Floor of Porter Henderson Library is open for continuous operation in the fall and spring semesters. During continuous operations, access from 2 to 7:30 am to the Learning Commons is restricted only to currently enrolled students and currently employed faculty and staff.

4. Space/Room Usage.

A. Use by affiliated and non-affiliated groups/organziations.

If approved by the Director or designated replacement, the following areas may be used by ASU affiliated groups for meetings, programs, and/or educational purposes: Director's Office Conference Room, the Media Collection viewing rooms, the West Texas Collection, and designated parts of the Learning Commons. Non-affiliated groups may use these rooms on a limited basis and subject to the rules and regulations as outlined in the *University OP* 74.01, Sections 1 F and Section 2. The Library reserves the right to change a scheduled meeting date or reservation which conflicts with Library sponsored programs and events.

B. Information Literacy Corner & Juvenile/Curriculum Collections.

Unless granted a waiver by the Director or designated replacement, the Information Literacy Corner in the Learning Commons and the Juvenile and Curriculum Collections in the Basement may only be used for instruction sessions given by Library staff members or for use with specified collection materials.

C. Group Study Rooms.

1.) Presentation Practice Room (107 in the Learning Commons).

Preference is given to individual students or groups wanting to practice their presentations and make use of the digital recording capabilities in this room. The Presentation Practice Room is reservable and must be checked out through the Circulation Desk. If not already reserved or in use by individuals and/or groups needing to use the recording equipment, individual students or groups working on projects may reserve/check out and use this room.

2.) Reservable Group Study Rooms.

There are six group study rooms (016, 036, 214, 215, 216, & 217) that may be reserved and checked out through the Circulation Desk. Students working on class-related group assignments have priority for using one of the reservable group study rooms. Students and faculty conducting IRB approved human subjects research may reserve a group study room to conduct research.

3.) Open Access Group Study Room (020 – next to Media Collection).

This is the only open access group study room available in the Library and is not intended for use by a single individual.

D. Quiet Study Room (225).

This room is designated as a quiet study space in which talking, group work, or similar usage is not allowed. Cell phones should be silenced while using this space.

5. Any individual may use materials within the guidelines established by the Library within the appropriate building/areas. Materials are checked out only to persons with Library borrowing privileges who produce proper and authorized identification.

6. Library staff members have the authority to request proper identification of patrons for cause. This may include but is not limited to the following types of behavior: any disturbance or behavior which interferes with the normal use of the Library (rowdiness, excessive noise, distracting use of cell phones, offensive behavior, profanity, and obscene gestures), harassment of Library staff and users, being in unauthorized areas of the Library, remaining in the Library after closing, refusing to leave when requested to leave at closing, or refusing to leave during emergency situations. Patrons unwilling to provide such identification may be asked to leave the building. If the patron(s) refuses to leave or stop disruptive behavior, Library staff members may notify the University Police and request their assistance. Irregularities that cannot be handled by the Library staff on duty should be reported immediately to the University Police. Library staff members on duty should notify the Director or designated replacement as soon as possible.

7. Individual instruction in the use of the Library's facilities and resources is available at the Library's service desks. Instruction is available to groups by advance request only through the Assistant Director for Research and Instruction Services.

8. General talking and conversation should be kept to a minimum in designated areas of the Library.

9. Personal devices such as recorders, televisions, radios, cell phones, etc. may be used in the Library only when these devices do not disturb other library users. Headphones should be used to minimize noise and disrruptions.

10. The buildings on the Angelo State University campus are designated as tobacco free buildings. The use of all tobacco products including electronic cigarettes is prohibited.

11. The consumption of food is permitted in the Library portions of the Porter Henderson building as is the consumption of non-alcoholic beverages in re-sealable containers (i.e., screw caps, hard-shell insulated mugs with tops, or similar containers). For the staff: other than heating meals or food in the microwave, no preparation of food is allowed.

12. The only animals permitted in the Library are service animals accompanying individuals.

13. There is one designated bulletin board available for posting of "paper" public notices relating to University events and activities. A Library department may post items of interest to the staff on departmental bulletin boards or in the Break Room. With the exception of official Library notices, no bulletins, placards, posters, or similar items may be posted on the outside/inside windows, tables, walls, doors, or surfaces of the Library without the permission of the Director or designated replacement. Only university related events may be advertised (using pen kits available from the Circulation Desk) on the dry-erase board pillars in the Learning Commons.

14. Telephones at service desks and work areas are to be used only for official Library business. A courtesy phone is available in the University Center. University officials, faculty, and staff needing access to a phone should be directed to an office or service area away from public view.

15. Anyone taking pictures or filming in the Library should first seek permission from the Director or designated replacement. The privacy of users must not be violated. Those taking pictures must receive their permissions to photograph/film users from the individuals themselves.

16. Acceptable use of facilities (interior and exterior) includes any of the following stipulations.

    A. Please refrain from the following activities listed below.

        1.) Removal or attempted removal of library materials or property without proper authorization. If the entry/exit security system activates, individuals in the entry way should immediately return to the Circulation Desk.

        2.) The deliberate concealment of library materials or property for the exclusive use of an individual or group.

        3.) Defacing or destruction of library resources, materials, equipment, furniture, or facilities. This includes mutilation by marking, underlining, removing pages or portions of pages, removing bindings, removing electronic theft detection devices, breaking

equipment, using computers for unauthorized purposes, or in any way injuring or defacing library materials, resources, equipment, furniture, or facilities.

4.) Failure to return materials following the expiration of the loan period and/or on request for return of materials by the Library.

5.) Failure to pay the Library the value of the lost/damaged materials.

6.) Wearing or using roller skates, inline-skates, skateboards, bicycles, etc.

B. Expectations for Library Users and Staff.

1.) A safe and healthy Library environment free from disruptive activity, harassment, and intimidation.

2.) Access to library materials or the ability to recall them as policies allow.

3.) Library materials that are complete and unmarked.

17. Enforcement:

A. Library staff members have the right to enforce this policy; obtain University Police aid for assistance in the enforcement of Library and University policies and procedures, state and federal laws, and *Regent's Rules and Regulations*; and to deny access for violations of provisions. The University's disciplinary policy will govern loss of privileges.

B. Any user objecting to the provisions or enforcement of this policy may follow the established University appeals process.

18. All other applicable University rules and policies are enforced in the Library.