

**VCU LIBRARIES
POLICY MANUAL**

Use of Library Facilities

Approved: March 29, 1999

Revised: July 15, 2009

The facilities of the VCU Libraries are intended to support the instruction, research, patient care, and study needs of the University community, and to preserve and protect collections for future users. Members of the University community (faculty, students, administrators, staff, current VCUCard holders, and VCU affiliates) have first priority in using library facilities, resources, and services. Non-VCU students, faculty, and staff with an institutional identification from a high school, college, or university may access and use library facilities, resources, and services to fulfill legitimate academic requirements.

Members of the general public with a government issued photo identification may enter and use the facilities of the Community Health Education Center (CHEC). Members of the general public who wish to access and use library facilities, resources, and services other than CHEC must be engaged in legitimate academic pursuit. The VCU Libraries, in consultation with VCU faculty when necessary, will determine whether a member of the general public is engaged in academic pursuit that requires the unique resources of a research library. Resources available at public libraries, including but not limited to Internet access and popular reading materials, are not considered unique research library resources. Any other use of library facilities by members of the general public is not permitted and may be considered trespassing.

Events held within VCU Libraries' space must be library-related, involve library instruction, or have library personnel in attendance. Events which are sponsored or organized by non-VCU Libraries personnel require special permission from VCU Libraries' administration. Detailed use regulations exist for some library spaces. When library instruction is involved, users will arrange the content of the instruction with VCU Libraries Staff prior to events being held.

The VCU Libraries has adopted this regulation to protect the rights of both users and staff, to create an appropriate academic atmosphere, and to provide a safe, comfortable and convenient library environment. All library users are required to comply with the following rules and regulations pertaining to behavior in the VCU Libraries.

The following actions are prohibited in the Virginia Commonwealth University Libraries facilities:

- Any acts or conduct in violation of library policies and guidelines.

- Intentionally damaging, destroying, stealing, or concealing any library property or a user's or staff member's property.
- Removing library materials from the premises without authorization.
- Any behavior that is disruptive to library use, e.g., engaging in disorderly conduct, fighting or challenging to fight, or using offensive words likely to provoke violence; abusive acts and/or language; indecent exposure; sexual harassment; excessively loud noise; or interfering with staff members' performance of duties.
- Disturbing noise on the third or fourth floors of Cabell Library, which are designated as "quiet floors" for the Library; loud noise in any other area of library buildings.
- Using mobile phones in non-designated areas. Users must set their mobile phones and pagers to a non-audible signal while in the buildings. Mobile phones may not be used in designated quiet study areas in either library. Users must be considerate toward and show respect for other users when using mobile telephones in designated areas.
- Taking photographs, filming, or conducting interviews in a library building without prior approval from VCU Libraries.
- Smoking or the consuming any tobacco product (including chewing tobacco and snuff).
- Bringing animals or pets inside the library, other than assisted-living trained animals.
- Selling and/or soliciting for money, items, or services.
- Using public pay phones for extended periods when the phone is needed by others.
- Using library telephones for non-library business.
- Skateboarding, roller skating, in-line skating, and bringing bicycles into a library building.
- Refusing to leave a library building when the building is closed.
- Entering and leaving a library building through unauthorized exit doors, except during an emergency.
- Use by children under fourteen years of age unaccompanied by a responsible adult.
- Using the rest rooms for inappropriate behavior, such as bathing.
- Any acts or conduct in violation of the Statutes of the Commonwealth of Virginia, city codes, or federal laws.

- Any acts or conduct in violation of University rules, procedures, and policies that govern the conduct of all persons on University premises.

Additional Safety Precautions

The VCU Libraries is not responsible for either personal belongings left on library property or for lost or stolen personal property. Library users should not leave their personal belongings unattended in the library.

Enforcement

The VCU Libraries reserves the right to revoke or restrict library privileges of any user for behavior contrary to these regulations. Failure to comply with the VCU Libraries' established rules and regulations may result in exclusion from library facilities for the day or permanently. Individuals in violation of the Statutes of the Commonwealth of Virginia, city codes, or federal laws are subject to those provisions, in addition to the sanctions of library regulations. Library staff or campus police may request any user to provide identification. The VCU Libraries reserves the right to report inappropriate behavior to university officers.