

**Library Use Policy**  
**University Library**  
**Roseman University of Health Sciences**

The Library is a vital component of Roseman University of Health Sciences, offering an environment conducive to study, work, research and learning. All who share this space are expected to uphold standards of professional conduct and abide by library policies. Students, faculty and staff may receive assistance during all operating hours. Other library users fall under the “Library Non-Affiliated Guest Access Policy.”

*Food and Beverages*

Only approved types of food are permitted in the Library. Library users are asked to clean up after themselves and put empty wrappers into supplied trash cans. Approved beverages are permitted in University approved containers. See Roseman University Food and Beverage Policy for more information.

*Noise Levels*

While a certain amount of conversation for socializing and group study is anticipated, Library users are expected to be courteous to others around them and keep noise to a reasonable level. Talking on cell phones is not permitted as it may disturb other library users. Library users are asked to put phones on silent or vibrate and step into the hall to make or respond to calls.

*Disruptive Behavior*

Behavior that disrupts the ability of others to use the Library effectively will not be tolerated. This includes, but is not limited to, unreasonable noise, causing others to feel uncomfortable or threatened, and inappropriately removing, defacing, marking, or abusing library materials, furniture or equipment.

*Leaving on Time*

All users of the Library are expected to leave promptly prior to closure of the Library as requested. Library staff will give verbal reminders of the approaching closing time to the extent that workloads permit.

*Accompanying Children*

Library users who bring their children with them because they have no other option must follow these guidelines:

- You must get a visitor pass for the child and must sign the child in with either the reception desk (if before 5 p.m.) or the Library (if after 5 p.m.).
- You must ensure that the child sits quietly and does not disturb other Library users. If you fail to do so, you may be asked to leave the Library immediately and not return with the child.
- You must keep the child with you at all times. Neither the Library nor the University can take responsibility for the welfare of a child, only you as the parent or legal guardian can. Again, if

you fail to do so, you may be asked to leave the Library immediately and not return with the child.

#### *Use of Study/Meeting Rooms*

Where study/meeting rooms are provided, they are to be used in accordance with posted guidelines. When requested, individual users must yield the room to a group. Individuals may not “save” unreserved rooms for later group use. Room reservation times will be posted on study room doors: previous occupants must vacate the room for new occupants prior to the start of the reserved time.

#### *Unattended Personal Belongings*

Any and all personal belongings left unattended in the Library are at the owner’s risk. Neither the Library nor the University will be responsible for unattended personal items. Unattended items left in study rooms for more than 15 minutes may be removed to the service desk area at the owner’s risk.

#### *Consequences for Library Policy Violations*

Students who fail to follow Library Use Policies face the following actions:

- 1st Offense: The student will be verbally reminded of the Library Policies and asked to modify his or her behavior. Depending on the situation, the student may be asked to leave the Library immediately and may also be prohibited from using the Library for a period of time up to the following full day of operation. Failure to respond appropriately to requests to modify behavior and/or leave the Library as directed will be treated the same as a second offense. Serious offenses may be referred directly to the appropriate College Dean or Program Director without waiting for a further offense.
- 2nd Offense: The student will be reported to the appropriate College Dean or Program Director. Depending on the situation, the student may also be prohibited from using the Library for up to one full week of operation.
- 3rd Offense: The student will be reported to the appropriate College Dean or Program Director. Depending on the situation, the student may be prohibited from using the Library for more than one week up to the remaining duration of the academic year. Decisions regarding prohibitions of longer than one week will be sent in writing to the appropriate College Dean or Program Director with a copy to the student. Students prohibited from using the Library are not exempt from completing assignments requiring library materials.

A non-student library user who fails to follow Library Use Policies will be verbally reminded of the library policies and asked to modify his or her behavior accordingly. Depending on the situation, non-student policy violators may be asked to leave the Library immediately, be reported to their university supervisor, and/or be prohibited from using the Library for either a limited period or permanently.

Library staff members have the right to contact Security to escort any policy violator out of the Library as necessary.