

EASTERN UNIVERSITY

WARNER MEMORIAL LIBRARY POLICIES AND PROCEDURES

DIVISION: Academic Affairs/Warner Memorial library	
SUBJECT: Code of Conduct and General Policy Information	Page 1 of 3
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Warner Memorial Library is responsible for securing the Library's scholarly resources and safeguarding its collections and equipment against theft and abuse. The Library also aims to provide a suitable environment for research, study, instruction and reading for its authorized users. In order to satisfy these goals, the Library has established the following Code of Conduct which addresses the use and protection of the collections, the building and library equipment, and the library environment; library staff security procedures; and formal disciplinary procedures.

This code has been developed to augment, and is consistent with, the Standards of Conduct, as published in the Eastern University Student Handbook.

Violations against persons are also noted in this document.

The following behaviors are in conflict with Eastern University's Standards of Student Conduct and are cause for action by the library staff or a representative of the library staff:

Use and Protection of the Collections

- Removing, or attempting to remove, library materials, equipment or property without checkout or other official library authorization.
- Stealing or knowingly possessing stolen library property.
- Defacing, mutilating, or otherwise damaging library property.
- Concealing, or reserving without library authorization, material in the Library for the exclusive use of an individual or group.
- Failing either to return or renew materials when due or to clear delinquent accounts by payment of fines.
- Refusing to allow a search of possessions when the security alarm has been activated upon exiting the building.

Use of the Building and Library Equipment

- Being in non-public areas without authorization or in library facilities during closed hours, emergency drills, or evacuations.
- Opening emergency exits, except in emergency situations, or blocking emergency exits or aisles.
- Vandalizing or defacing the library buildings, furniture or equipment, or engaging in behavior that could do so.
- Unauthorized use of the library computers as specified in the Standards of Student Conduct. This includes inappropriate sites such as pornography.
- Refusing to show Eastern University ID or other identification upon request of library staff.

The Library Environment

- Smoking, consuming alcoholic beverages, or using illegal drugs.
- Engaging in disruptive or distracting behavior that interferes with library-related activities or that is potentially harmful or dangerous.

Violations against Persons

Violations against persons including Warner Memorial Library staff and library patrons, as well as authorized sanctions against violators, are described in the Standards of Conduct published in the Eastern University Student Handbook under the section heading “Biblical Standards of Conduct and Behavioral Standards and Expectations.”

Formal Disciplinary Procedures

All the offences described above are considered sufficiently serious to warrant immediate and firm disciplinary action, and action will be taken depending on the nature of the offence. The library may impose a sanction (including warning, fine, restitution for damages, and temporary exclusion from the library). Repeat offences and more serious offences will be referred for follow-up disciplinary measures to the Campus Security Office and the University Discipline Officer, with possible sanctions as noted in Eastern University’s Student Handbook. In addition, serious offences may also be referred by the Campus Security Office and the local authorities to be prosecuted through the criminal courts.

Noise in the Library

Campus libraries are places for learning. People need quiet places to study and work as well as space for group learning and collaboration. Libraries are also centers for teaching, where library staff instruct individuals and groups in the use of information resources and materials. To create an environment that serves each of these needs, there are specific types of library areas:

Common Areas—Usually busy with high traffic levels. Here, conversational noise is to be expected. Most of the main floor of Warner Library inside the atrium is designated a common area. This includes the Checkout/Reserve and Information Desks.

Group Study Areas--Study rooms located on the northwest and southeast ends of the upper level are designated for group study. Signs are posted on the study room doors to inform single patrons that they may need to relocate if a group needs to use one of the rooms.

Quiet Areas—Intended to serve as quiet space for readers and students. In these areas only low-level talking is permitted. Quiet study areas include the atrium area of the main floor where individual carrels and tables/chairs are provided; the upper level; and the lower level of the library.

Food and Beverages

Beverages in spill-proof containers are permitted in all areas of the library. Please use extra care in handling beverages in the computer areas so as to avoid damaging any equipment. Eating food is allowable. Please refrain from bringing in highly odorous and messy food, and clean up after eating. (See the Library’s Food and Drink Policy).

Cell Phone Usage

Turn off cell phones or set to vibrate as you enter the library. Out of respect for others, please step out of the library to take or make a call. Any person who does not comply may be asked to leave the library.

Children in the Library

The resources in the library are primarily intended for use by Eastern University/Esperanza/Palmer Theological Seminary students, staff and faculty. However, children accompanied by an adult are welcome in the library. Parents are responsible for their protection and safety and must never leave children unattended. Children cannot be monitored by library staff. If a child is left unattended in the library, or in the event of an emergency situation, staff will notify campus security to ensure safety of the child and to assist in locating a parent or guardian.

Animals in the Library

Service animals are permitted. Other pets are not allowed in the library.

Personal Transportation Devices

Personal transportation devices such as bicycles, scooters, skateboards or hoverboards may not be used inside the library. Please note that this does not apply to medical, disability or mobility equipment.

Signs, Flyers and Other Forms of Advertising

Permission from Library Administration is required for posting signs, distributing flyers or staffing an information table within the library premises.

Photography in the Library

Individuals or groups wishing to photograph, videotape, or film within the library must first contact the Library Director to obtain permission.

The Library reserves the right to terminate any photography, videotaping, or filming that causes an undue disturbance, violates library or university policies or regulations, or endangers the health and safety of participants, library patrons, and library staff.

When photography usage is complete, areas used for this activity must be cleaned up.

Library Staff Procedures

In order to satisfy the library's responsibility to secure its resources and provide a safe working/study environment for staff and library patrons, library staff are authorized to:

- Check all possessions of persons as they leave the library.
- Request to see the identification of any person in the library.
- Question any person if it appears that library regulations are being violated.
- Request that any person in conflict with library regulations leave the library.
- Contact Eastern University Campus Security if the offender will not leave or cease the offending behavior.

When an issue arises in the library with a patron, librarians and staff are to first:

- 1) Request the ID cards of those students or faculty involved so that the relationship of all individuals to the university can be determined.**
- 2) Affirm the rights of all patrons for the use of computers, printers, study carrels, individual tables, and study rooms on a first-come basis.**
- 3) Affirm that no student can ask another to move or relocate in the library without cause.**
- 4) Ask those individuals with behavior issues who interfere with others to either move or leave the library.**