

# Graduate Theological Union Library

## Library Conduct Policy

Users of the Library expect:

- an environment free of disruptive activity
- access to and assistance with library materials

To ensure a pleasant and productive environment for study and research, users are asked to familiarize themselves with this policy and abide by its rules. The Library will actively pursue disciplinary action, prosecution, or other legal action for the offenses listed below. Misuse of the Library is a violation of the California Education Code, the California Civil Code and Penal Code. The GTU Library Conduct Policy is based on these codes.

Any person who commits or attempts to commit any of the offenses stated below, whether a member of the GTU community or not, may be asked to leave the campus, and may be subject to other sanctions (including suspension, prosecution, forfeiture, warning, and restitution), as applicable under the law/policy in question. Students violating these policies will also be referred to the Dean or Dean of Students of their school of affiliation. Patrons who are suspended due to violating these rules may petition the library director in writing to be allowed to return.

- 1) Removing or attempting to remove library materials, equipment, or property without proper checkout or other official Library authorization, or concealing library materials in the Library for the exclusive use of an individual or group, including having unchecked out materials in a locker.
- 2) Mutilating library materials by marking, underlining, removing pages or portions of pages, removing binding, removing electronic theft devices, using post-its and paper clips or in any other way damaging or defacing library materials.
- 3) Failing to pay the Library for fee-based services, such as printing, lost, or damaged materials.
- 4) Bringing in food or open beverages containers, such as mugs, cups, or soda cans is prohibited. Closed beverage containers, such as water bottles and spill-proof travel mugs are allowed in most areas of the library. All beverages are prohibited when using archival and rare materials.
- 5) Smoking, using smokeless tobacco, or e-cigarettes is not allowed inside the building, within 25 feet of the entrance, or on the balcony.
- 6) Being in unauthorized areas of the Library, including staff areas without permission, remaining or attempting to remain in the Library after closing, or refusing to leave during emergency situations or drills.
- 7) Vandalizing or defacing the Library building, furniture, or equipment.
- 8) Maliciously accessing, altering, tampering, deleting, damaging, or destroying any computer system, network, computer program, or violating our computer use policy.
- 9) Continuing to use our dedicated task terminals for general use even after being asked to move.
- 10) Violating the study room policy, or using the room in an inappropriate way.

- 11) Parking wheeled vehicles in unauthorized parking areas near the Library entrance or bringing bicycles into the building. A bicycle rack is available on the west side of the building.
- 12) Rollerblading, skateboarding, or skating on GTU property.
- 13) Causing a disturbance or engaging in any behavior which interferes with normal use of the Library, such as using a cell phone.
- 14) Behaving in a way that interferes with an employee's performance of his/her duties – including verbal abuse, intimidation, sexual harassment, or harassment on account of race, religion, ethnic background, gender, or sexual orientation.
- 15) Bringing animals into the Library is not allowed, except for service dogs trained to assist persons with disabilities as guaranteed by California and Federal ADA laws.
- 16) It is illegal for any unauthorized person to possess a firearm upon the grounds of the GTU.