

Texas Woman's University

Library Policy Manual

Policy Name: Library Code of Conduct

Last Library Review: July 2021

Next Library Review: July 2022

Purpose: To encourage respectful, non-disruptive, and productive use of collections, spaces, resources, and equipment for research and study, while ensuring a safe and secure environment for all. Users are expected to treat each other with courtesy, respect, and kindness.

Note: Access, availability, usage, and occupancy limits may be changed in accordance with University guidelines regarding health and safety.

Policy:

Observe all appropriate federal and state laws, local ordinances and other University policies that guide behavior on the campuses. See [Student Code of Conduct](#)

Library Guidelines

- TWU Libraries may limit or refuse access to individuals or groups who fail to comply with the [Student Code of Conduct](#) guidelines or who exhibit behaviors prohibited by law or University policy.
- Behave in a manner that is not disruptive or threatening to others.
- Respect private and institutional property (including collections and equipment) and adhere to the Libraries' policies for their use.
- Work only in designated study spaces and observe the established library service hours.
- Refrain from using personal belongings to save study spaces.
- Refrain from deliberately misplacing or hiding library materials.
- Post flyers and other printed announcements on the designated bulletin boards. Do not place them on desks, chairs, tables, or any other furnishings in the Libraries (see [Posting Flyers Policy](#)).
- Respond to emergencies, alarms, and other conditions immediately (see [Library Emergencies](#)).
- Observe copyright laws and principles of fair use (see [Copyright Policy](#)).
- Set personal phones to vibrate or silent for Dallas' Quiet Study, and Denton's Garden Level and 3rd Floor so as not to disturb others.
- Follow the noise zones/guidelines of the Libraries: interactive, quiet, silent (see [Noise Policy](#)).
- Minimal amounts of food, snacks, and drinks are allowed, preferably in covered containers (see [Food and Drink Policy](#)).
- Pets are not allowed except for authorized service animals (see [Animals in the Library Policy](#)).
- Keep the restrooms clean and litter-free and report issues to the Security Guard or Information Desk personnel.
- Always carry your TWU or other ID with you while visiting the Libraries.
- **Wheeled Devices: Mopeds, bicycles, electric scooters, razor scooters, non-electric scooters, skateboards, roller-skates, rollerblades and wheeled tennis shoes may not be used in the TWU Libraries An exception exists only for devices required for ADA accessibility.**

Review:

The Library's Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.