

Texas Woman's University

Library Policy Manual

Policy Name: Noise Policy

Last Library Review: March 2022

Next Library Review: March 2023

Purpose:

The TWU Libraries are committed to providing an environment that is conducive to study as well as welcoming to all users. All library staff and users of the Libraries should respect the rights of others and refrain from making excessive noise while using the Libraries. We want to create an environment that promotes intellectual inquiry, the exchange of ideas and the discovery of knowledge. Students and other researchers expect to find quiet areas for study. At the same time, many courses require group workspace within the Libraries to complete assignments.

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

Policy:

The Blagg-Huey Library (Denton) is divided into study zones to provide various types of study spaces:

Library Guidelines for Study Zones (Denton):

Quiet Study Zone (3rd floor): Designed as a quiet space for solo study (includes study rooms);

This is a comfortable and quiet area with both computer and printer access. Conversations should be done in whispers and patrons should leave the area to take phone calls. This floor also houses a by-request lactation room (see library security guards or Information Desk for entry).

Project & Group Zones (1st and 2nd floors): Intended to be a casual atmosphere for study groups, projects, and events;

The first floor is perfect for group activities or for patrons who need convenient access to computers, printers and scanners. This floor will be noisy because it is where collaboration and library business is carried out. There is ample group seating for project work.

The second floor is also designed for group activities. The floor will be noisy because it is where collaboration and library administrative operations are carried out. It has been planned to be a destination area because it houses the Library's Special Collections, Pioneer Center for Student Excellence, Write Site, Psychology Resource Lab, and the Texas Women's Hall of Fame. Most of the area contains group seating.

Silent Study Zone (Garden Level): This entire floor is for intense individual silent study space;

The silent zone offers a comfortable space with various types of work areas to suit individual study needs. It is a totally silent space and there should be no conversation in either the large open area or the individual study rooms.

The TWU Libraries are used not only for study but also as a teaching space where staff converse with users to assist them. Library operations and even technologies produce noise. We offer several different noise zones for our users so that they can move to the area that suits their needs. If the quiet or silent zones are disruptive, notify the Information Desk or the security guard on duty.

The Dallas Center Library has 2 study zones: Quiet Study and Project and Group.

Library Guidelines for Study Zones (Dallas):

Project and Group Zones (All areas except the Quiet Study Room): Intended to be a casual atmosphere for study groups, projects, and events;

Silent Study Zone (Silent Study Room)): Designed as a space for intense individual silent study;

General Guidelines

1. Use headphones and keep the volume to where the noise coming from them is not audible.
2. Sound and audio features must be disabled on laptops and mobile devices.
3. Cell phones and mobile devices should be silenced or placed on vibrate.
4. If you must use your cell phone, move to the stairwells, study rooms (all except the Garden Level), balcony, or 1st floor main entrance.
5. Refrain from loud or disruptive conversation or other noisy behavior.
6. Be considerate of those around you.
7. Engage in quiet conversation in the group study rooms (no conversation in the Garden Level study rooms).

All University library users are expected to abide by these policies and will be asked to comply if necessary. Library staff is empowered to approach groups and individuals and ask them to discontinue the disruptive behavior and observe the noise zone guidelines. Users who refuse to follow the procedures will be asked to leave the building. Repeat offenders may be banned from the Library.

Review:

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