

# Texas Woman's University

## Library Policy Manual

**Policy Name:** User Rights and Responsibilities

**Last Library Review:** March 2023

**Next Library Review:** March 2024

**Purpose:** To establish guidelines for user rights and responsibilities at the Texas Woman's University Libraries. The Libraries will adhere to University standards. However, additional guidelines specific to the TWU Libraries are also included in this policy.

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

### **Definitions: For the purpose of this policy**

**User** – All TWU students, faculty, staff, alumni, and community guests.

### **Policy:**

- The Texas Woman's University Libraries welcomes all users, including TWU students, faculty, staff, and alumni as well as community guests.
- The Libraries support learning, teaching, research, and community engagement through a variety of services, resource spaces, and equipment support.
- Library staff provide knowledgeable, courteous, and effective service and respect individuals' intellectual freedom and privacy (see Privacy Policy).
- Users must comply with all Federal, State of Texas and other applicable laws, regulations, contracts (including University or third party), copyright, patent, trademark, software license agreements, and University policies regarding electronic communications, protection of institutional and personal data, and operation of information technology services.

### **Library Guidelines:**

- The Library expects all users to treat Library staff and other Library users with courtesy and to respect the privacy of others.
- Beverages in covered containers and snacks are allowed in the Libraries with the exception of the Special Collections area. Exercise caution when eating and drinking near computers, other technology, or materials. If you notice spills, please alert a member of the Library staff.
- Properly dispose of all waste.
- Because the library is a shared public space, make sure to secure your belongings. The Libraries are not responsible for personal belongings.
- Library resources, furnishings, equipment, and restrooms should be left in the same or better condition than their initial state.

**Building Guidelines:**

Wheeled Devices: Mopeds, 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.

We want users to experience the TWU Libraries as a gateway to information as well as a comfortable environment for research. If you have questions about user rights and responsibilities, please contact the Library Administration.

**Review:**

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