

Code of Behavior for Library Users

A. C. Clark Library, Bemidji State University

The standards of conduct governing the behavior of users of Bemidji State University's A. C. Clark Library are published here as the *Code of Behavior for Library Users*. The *Code*, as it may also be referred to in this document, does not replace or reduce the requirements of civil or criminal laws nor that of the BSU Student Code of Conduct. Members of the University community and by extension those non-University people using the Library and its services have a responsibility to conduct themselves in a manner which respects the rights of others who use the Library and its resources.

1.0 GENERAL PRINCIPLES

- 1.1 The A. C. Clark Library is a public facility whose principal mission is to support the academic progress and interests of its primary clientele, namely the students, faculty, and staff, and administration of Bemidji State University.
- 1.2 The students, faculty, and staff of Bemidji State University are the Library's primary clientele and as such may be accorded access privileges greater than those of non-University users.
- 1.3 Any individual may use the library so long as he or she abides by the *Code of Behavior for Library Users*. However, the information resources and services of the Library are made available to the Library's users as privileges to the Library's users.
 - 1.3.1 The Library reserves the right to offer different levels of privileges to different types of the Library's users based upon the relationship of the user to the Library and upon the willingness of the user to provide the information which the Library deems necessary to define such a relationship. Consistent with this principle, library staff may ask a non-University user to yield the use of an information resource to a member of the Library's primary clientele.
 - 1.3.2 The Library expects the parents and/or legal guardians of minors who are not part of the Library's primary clientele to be aware of their charges' use of the Library. The Library and by extension Bemidji State University will hold such parents and guardians responsible for the actions of their charges in the A. C. Clark Library building.
 - 1.3.3 Library employees do not monitor the use of library resources with the purpose of determining whether the use of such resources is appropriate for minors. The Library does not have or accept any responsibility for the types of information resources to which minors may be exposed.
- 1.4 The Library may prohibit and/or limit acts which interfere with the basic purposes, necessities, or processes of the Library, or with the rights of its users and employees.
- 1.5 The Library has the right to define and execute disciplinary actions and penalties against anyone who has exhibited behavior inconsistent with the mission and purposes of the Library.
- 1.6 The Library has the right to modify the *Code of Behavior for Library Users* at any time. It also

has the right to supplement the *Code* with additional policies governing user behavior (e.g., *Access to and Use Policies of A. C. Clark Library Computers*) or related to specific library services.

2.0 STATEMENT OF RESPONSIBLE BEHAVIOR

- 2.1 Library users will adhere to federal, state, local, MnSCU Board, and Bemidji State University laws/regulations that govern, for the common good, individual actions and relationships among university members and university guests.
- 2.2 Library users will respect and protect the personal privacy, rights, and safety of others with regard to physical space and contact, sexual boundaries, possessions, electronic accounts, and academic endeavors.
- 2.3 Behaviors typical of those which violate the responsibilities identified in 2.1 and 2.2 (above) and which may result in disciplinary action include but are not necessarily limited to the following:
 - 2.3.1 Disruption of operations of the Library. Disruption is an action or combination of actions by an individual or group which unreasonably interferes with, hinders, obstructs, or prevents the regular and essential operation of the Library or infringes upon the rights of its users to freely participate in its programs and services. Disruption can take many forms including the disruption of the academic environment, disruption of services, and disruption of equipment and communications. The following list of examples of disruptive behavior is meant to be descriptive and not exhaustive:
 - 2.3.1.1 loud outbursts or persistent noise which is not consistent with that of an academic setting
 - 2.3.1.2 the use of devices which annoy or otherwise disturb Library users
 - 2.3.1.3 the use of athletic equipment inconsistent with the normal conduct within the library, for instance skateboards, rollerblades, bicycles, scooters, etc.
 - 2.3.1.4 the use of Library equipment in such a manner as to preclude its proper functioning for others
 - 2.3.1.5 leaving children unattended to the extent that they distract Library users and employees from their normal activities within the Library
 - 2.3.2 the consumption of food and/or beverages, except as permitted by the library administrator for specific events or in specific spaces
 - 2.3.3 the use of any tobacco products, alcohol, or illegal drugs anywhere within the Library
 - 2.3.4 destruction, mutilation, forgery, alteration, or misuse of Library documents, records, identification cards, or papers
 - 2.3.5 failure to comply with directions of, or to present identification to, Library personnel acting in the performance of their duties. This includes failure to comply with conditions of sanctions resulting from previous Library disciplinary action

- 2.3.6 knowingly furnishing false information to the Library or University or other similar forms of dishonesty in University-related affairs, including knowingly making false oral or written statements to Library employees or University security personnel
- 2.3.7 unauthorized entry into or use of Library facilities or equipment
- 2.3.8 theft of, damage to, or unauthorized use of property of the Library or property of any of its members or visitors.
- 2.4 Violation of written policies or regulations contained in any official publication or administrative announcement of the A. C. Clark Library, Bemidji State University, or MnSCU Board may result in consequences ranging from a request to cease the offending behavior to the summoning of law enforcement officials. (See 3.0 Consequences and Disciplinary Action, below).
- 2.5 Violation of local, state, or federal law on University property may result in the summoning of appropriate campus security and/or law enforcement officials. (See 3.0 Consequences and Disciplinary Action, below).

3.0 CONSEQUENCES AND DISCIPLINARY ACTION

- 3.1 Any person who exhibits one or more of the inappropriate behaviors defined in 2.0 (above) will, for the purposes of applying consequences to these behaviors, be referred to as the perpetrator.
- 3.2 Recognizing the need to be able to impose upon a perpetrator consequences which are appropriate to the level of inappropriate behavior, the following is a list of possible consequences which may be applied:
 - 3.2.1 The perpetrator will be asked to cease the inappropriate behavior.
 - 3.2.2 The perpetrator will be asked to leave the library.
 - 3.2.3 Library staff may contact campus security to address a situation involving inappropriate behavior, especially where there is a concern about personal safety or property loss or damage.
 - 3.2.4 Library staff may contact local law enforcement to address a situation involving inappropriate behavior, especially where there is a concern about personal safety or property loss or damage.
 - 3.2.5 If the perpetrator is a BSU student, the Library may pursue disciplinary action through the Student Conduct System.
 - 3.2.6 The perpetrator may have his or her present and future access to specific services suspended.
 - 3.2.7 The perpetrator may have his or her present and future access to the library building suspended.

3.3 Library staff will typically apply consequences to inappropriate behavior in a progressive manner, starting with those identified in 3.2.1. However, some inappropriate behaviors are more serious than others and library staff have the authority to respond to them by applying an initial consequence more severe than that of 3.2.1. Library staff will respond to any inappropriate behavior which is in violation of criminal law by summoning local law enforcement.

4.0 APPEALS TO CONSEQUENCES LEVIED

4.1 Appeals to consequences may be made to the Dean of Library Services. Such appeals are to be made in writing or through a meeting with the Dean.

4.2 BSU students may, as appropriate, appeal consequences through the Student Conduct System.