Library Access and User Expectations Policy

Approved by: Library Administrative Group  
Audience: External  
Last Revised: 1/16/2019

Purpose/Scope
This policy establishes that the Lemieux Library and McGoldrick Learning Commons is open to all students, staff, faculty, and other visitors and our expectations for standards of behavior while in the building.

Policy
The Lemieux Library and McGoldrick Learning Commons is open to all students, staff, and faculty of Seattle University. While we are not a public library, the Lemieux Library and McGoldrick Learning Commons welcomes SU alumni and all other visitors to the building during our designated business hours and provides access to visitor computer workstations on the second floor. Building access will be limited to current SU students, faculty, and staff with a valid SU Campus Card during specified times of day, as well as the 24-hour study areas when the building is closed. Please visit the library website for more information about hours, collections, and services.

All users of the Lemieux Library and McGoldrick Learning Commons are expected to comply with the following standards of behavior.

1. Be respectful of other library users and staff. Refrain from disruptive behavior which includes, but is not limited to the following:
   - Conduct conversations (including cell phone conversations) respectfully, considering the impact on others working nearby.
   - Refusing to leave a library at closing time or during building evacuations, including failure to vacate study carrels.
   - Removing materials from the library without first checking them out.
   - Vandalizing library property, including writing in or otherwise damaging library materials or spaces.
   - Entering restricted areas. Restricted areas include staff conference rooms, offices, mechanical rooms, storage closets, data closets, and electrical rooms.
   - Assault or intimidation of library staff or patrons through language or actions.
   - Engaging in sexual harassment and/or overt sexual behavior.
   - Taking part in any activity that is illegal, endangers others or otherwise violates University policies or the Student Code of Conduct.

2. Sleeping is not permitted at the library. This is to insure safety for all library users and to best utilize library spaces.

3. No animals, with the exception of service dogs and animals, are allowed in campus buildings during normal business operations (per policy 13.24 Animals on Campus, Human Resources Policy Manual).
4. No smoking of any kind including vaping, electronic cigarettes, or any other method of tobacco consumption (per campus Tobacco Free Policy).

5. Keep library areas clean. Library users are responsible for their own food and beverages. All beverages must be in closed containers. Place all waste in an appropriate compost, recycling, or trash receptacle. If you see a mess or spill, please report it to library staff immediately.

6. Do not leave personal belongings unattended. Library staff are not responsible for any missing items.

7. Report immediately any dangerous or prohibited activity or condition to library staff or Seattle University Department of Public Safety at (206) 296-5990 (non-emergency) or, in case of an emergency, (206) 296-5911.

The Seattle University Department of Public Safety will assist library staff in monitoring compliance with these expectations. Enforcement measures may include a request to modify behavior, removal from the facility, and/or arrest and prosecution. Student related incidents may be referred to the Dean of Students per the Student Code of Conduct.