

## CODE OF CONDUCT

Each library client is responsible for regulating his/her own conduct in a positive, proactive, mature manner, and therefore expected to:

1. Refrain from any disparaging remarks or verbal abuse towards staff and library clients. Use courteous language at all times.
2. Respect the rights of other clients and staff and shall not harass others anywhere on the premises by:
  - a. Noisy or boisterous activities;
  - b. Behaving in a manner, which reasonably can be expected to disturb other clients or staff;
  - c. Soliciting funds or offering any goods or services for sale (unless authorized by appropriate personnel);
  - d. Disruptive use of personal communications or entertainment devices such as mobile phones, headphones or radios;
  - e. Excessive public display of affection;
  - f. Initiating unwanted conversations with other library clients or staff; and
  - g. Engaging in or displaying profane and obscene language, images, or conduct.
3. Abide by the following prohibitions:
  - a. Eating;
  - b. Littering;
  - c. Sleeping;
  - d. Smoking;
  - e. Physically assaulting or encouraging to assault any library clients or staff within the library premises;
  - f. Abusing or vandalizing library facilities or equipment, which includes changing the configuration of library computer terminals;
  - g. Removing and/or erasing official notices, announcements, signages, and posters in the library;
  - h. Forging, altering, tampering, and/or falsifying library documents or records;
  - i. Rearranging/disarranging library furniture or materials;
  - j. Entering restricted areas such as staff work rooms, offices, and storage areas;
  - k. Taking surveys, asking clients to sign petitions, or distributing pamphlets within the library premises without the permission of the Director of the Libraries;
  - l. Using incendiary devices such as candles, matches, and lighters;
  - m. Giving money, gift, or token of any kind or giving a treat to library personnel in order to obtain any kind of favor or benefit.

The following additional guidelines shall likewise be strictly applied:

1. No pets shall be allowed inside the library building;
2. No library property may be misused, mutilated, damaged, or defaced, nor may any material be taken out from the library without having been issued properly;
3. Valuables should not be left at the baggage area. The library will not be responsible for any losses;
4. The library management is not responsible for personal belongings left unattended;
5. Personal possessions should not take up seats or space needed by other library clients;
6. Library clients must not block library entrance/exit areas, aisles, doorways, and stairways, or interfere with the free flow of pedestrians on such areas; and
7. Library clients shall promptly leave the building at closing time.

An incident report will be made on all cases of unacceptable behavior and sanctions shall be taken on a case-to-case basis, as the penalty shall be based on the facts and circumstances surrounding the case. The penalty shall be known upon deliberation by the Library Staff. If proven accountable, the violator will be subjected to the withholding of library privileges without prejudice to the pertinent provisions of the SLU Student Handbook and other applicable policies, rules and regulations of the University.