

# Facility Acceptable Use Policy

U. Grant Miller Library  
Washington & Jefferson College

This policy governs the use of public areas in the U. Grant Miller Library.

## **General Policies**

Public areas and rooms in the library are available for the use of all library users (faculty, students, staff, and general public).

## **Animals**

No animals are allowed in the library other than those assisting persons with disabilities.

## **Cell phones**

The library understands that library users need to stay connected to their classmates, friends, and families through current technologies, including cellular telephones.

- For the library to remain a quiet place to study, please set ringer to silent or vibrate mode upon entering the library.
- No cell phone conversations in the Library.
- Use the designated Cell Phone Zones to receive or make calls. These include the entryway of the library and the back stairwell (southeast corner of the library).

## **Children and minors**

Individuals under the age of 18 who are not registered Washington & Jefferson College students must be accompanied by an adult. Adults who bring children or minors into the library are responsible for monitoring their activities and regulating their behavior.

## **Clothing**

Appropriate dress is required. Shirts and shoes must be worn in the library.

## **Disruptions**

Disruptive behavior toward others, both patrons and staff, is prohibited. Examples include:

- Creating excessive noise
- Verbally harassing or physically attacking others
- Odor constituting a nuisance or health and safety concern
- Behavior that disturbs others or interferes with the intended use of the library, including inappropriate sexual behavior

## **Emergencies**

In the event of power outages, fire, severe weather, and other emergencies, library staff or Protection Services will alert building occupants to the procedures for evacuation or taking shelter. All fire alarms require immediate exit by all building occupants.

### **Exit Procedures**

All persons leaving the U. Grant Miller Library must pass through the electronic security system installed at the exit door. Occasionally non-library materials, such as videos from a rental business or books from a bookstore, may activate the security system. If the alarm sounds, you must present all materials for inspection to the circulation staff.

### **Food, drink, and Tobacco Products**

- The smoking and/or chewing of tobacco products are not allowed in the library.
- Light, non-messy snacks are permitted except in the historic archives.
- Drinks in spill-proof containers are permitted except in the historic archives. Alcoholic beverages are not permitted.
- Hot foods, fast food, or meals are prohibited in all areas of the library.

### **Literature Distribution and Posting**

Displaying posters and distributing literature without the approval of the library administration is prohibited. Posting of materials related to events or information of college interest is permitted on the bulletin board.

### **Skateboarding, Roller or Inline Skating, and Bicycling**

Skateboarding, roller or inline skating, and bicycling are prohibited in the building.

### **Soliciting**

Soliciting or accosting patrons or staff for any purpose that disrupts their use of the library is prohibited.

<p>Note about enforcement: All staff members should assist in the enforcement of this policy. When someone is observed violating this policy, staff members should politely point out what is required to correct the problem. If the patron does not comply, the best course of action is to ask for assistance from a supervisor. If there is no supervisor, call campus Protection Services.</p>
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Dennis G. Trelka, Interim Vice President for  
Academic Affairs

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Allen C. Benson, Director of Library Services