

# Kelvin Smith Library - Library Code of Conduct

**Date Approved:** 08/05/2024

**Effective Date:** 08/05/2024

**Responsible Position:** Vice Provost and Lindseth Family University Librarian and the Associate University Librarian for Access, Research, and Engagement Services

**Responsible Office/Department/Team:** Yolanda Cooper and Jen Green

**Related Legislation / Policies:**

- [CWRU Code of Conduct](#)
- [CWRU Division of Student Affairs, Article III: Proscribed Conduct](#)
- [University Technology : Acceptable Use of Information Technology Policy \(AUP\)](#)
- [KSL Lost & Found Policy](#)

**Review Period:** 5 years

**Date of Last Review:** 08/05/2024

**Relates to:** CWRU students, faculty, and staff; public patrons, campus visitors, etc.

## I. Policy Statement

The [KSL Mission](#) is to be the Knowledge and Creativity Commons of Case Western Reserve University, achieving this through specialized collection and resource development, reliable and equitable access to library collections, varied technology, tools, expertise, individual and collaborative spaces, and the preservation of knowledge and cultural heritage. Additionally, it advances open research, develops new forms of scholarship, instructs on emerging technologies, hosts inspiring events and exhibitions, and fosters an inclusive, collaborative community environment. This is realized by creating a safe environment of inclusion, collaboration, and community that serves to support the overall mission and values of CWRU.

## II. Purpose of this Policy

The purpose of this policy is to promote a library environment that supports the overall educational mission of the University, to encourage civility, and to define the behavioral expectations and conduct goals of all undergraduate, graduate and professional students, faculty, staff, alumni, visiting community, and the general public.

## III. Definitions

- **Patron:** Refers to any individual who utilizes the resources, services, and facilities offered by the Kelvin Smith Library. Patrons include students, faculty, staff, alumni, and members of the general public.
- **Policy:** Means any regulations, in written or electronic form, of the University including, but not limited to the Student Code of Conduct, the Faculty Handbook, undergraduate, graduate and professional school academic integrity policies, and undergraduate/graduate/professional school handbooks and catalogs.
- **Study Spaces:** These are designated areas within the library meant for individual quiet studying or group collaboration.

- **Library Property:** Any item that is owned by the library, including books, computers, equipment, furniture, and other resources and property in the possession of or owned, used, or controlled by the University.
- **Restricted Areas:** Areas within the library that are off-limits to visitors and are designated for library staff use only.

## IV. The Policy

In alignment with the CWRU policies and guidelines on code of conduct and other related policies on acceptable activities for the campus community, the Kelvin Smith Library requires the following for all patrons of the library. The patron will:

- Adhere all federal, state, and local laws.
- Use computers and all library technology within the guidelines of the [CWRU Acceptable Use of Information Technology](#) policy.
- Adhere to the CWRU ID policy and present identification upon entering the library, per the [Kelvin Smith Library ID policy](#).
- Respond to alarms and other emergency or security situations, including complying with any directions or requests made by library staff and Public Safety staff.
- Treat library staff, fellow patrons, and library property with respect at all times. This includes refraining from the use of profanity, derogatory language, or any behavior that may be disruptive, offensive or demeaning to others.
- Adhere to [CWRU's's Harassment and Discrimination-Free Environment](#). Any form of harassment, including but not limited to verbal, physical, or sexual harassment, will not be tolerated. Deliberate, repeated behavior that is intimidating, hostile or offensive, or adversely impacts the work of library users.
- Maintain an appropriate noise level conducive to studying and research. On the first floor, there is an acceptable level of noise and interaction allowed. Each successive floor in the library requires patrons to maintain a quieter atmosphere.
- Limit use of the library to public areas. Visitors are not permitted in areas designated for staff use, or other restricted areas.

In alignment with the CWRU policies and guidelines on code of conduct and other related policies on acceptable activities for the campus community, Kelvin Smith Library code of conduct does not permit the following patron actions:

- Engaging in behaviors or activities that are disruptive and potentially unsafe or harmful to self and others, including denying equitable access of another patron to library resources or the misuse of those resources, both physical and digital. These behaviors may include, but are not limited to, the following:
  - Possess a weapon, or any items considered a weapon or cause physical harm.
  - Verbal abuse, including use of profane, obscene or abusive language; racial, ethnic or sexual epithet
  - Behavior that is threatening, coercive, intimidating, and harassment
  - Use of scooters, riding a bike, roller skating, roller blading, playing ball, or use of skateboards, segways, hoverboards or other non-assistive vehicles in the library.
  - Monopolizing or obstructing spaces, available seating, tables or equipment to the exclusion of others
  - Making unreasonable noise including: loud talking, singing, boisterous activity; cell phone or audiovisual equipment usage

- Strong scents and odors
- Excessive noise, including loud conversations, music, or other disruptive noises are prohibited to ensure a quiet and focused atmosphere for all library users
- Alcohol, tobacco, and drug use: The use of alcohol, tobacco, vaping products, and other drugs is prohibited in all library spaces, except during university-approved events with explicit authorization. Smoking and vaping are not permitted inside the library or near entrances.
- Leaving personal belongings and valuables unattended for extended periods of time or obstructing aisles, walkways, or seating areas with personal items.
- Engaging in behaviors that involve theft, damage, vandalism, or littering, including but not limited to:
  - Attempted or actual theft of University property or the property of another library user.
  - Vandalizing or damaging facilities, furniture, or equipment or any and all other resources
- Distribute or post materials and information: Library patrons and guests will not distribute and/or post unauthorized materials. All materials must be submitted for review for library approval prior to posting and distributing.
- Fail to comply with directions of library staff, University officials, and Public Safety performing their duties including but not limited to:
  - Failure to identify oneself
  - Noncompliance with a No Contact Directive, Persona non Grata, or other University Directive
- Engage in other acts disruptive to library visitors and staff.

**Enforcement:**

- Any violation of the University and Kelvin Smith Library code of conduct is subject to corrective action, including but not limited to:
  - Will be reported to CWRU Public Safety
  - Being reported to the CWRU Office of Equity and the CWRU Division of Student Affairs
  - Being reported to the police
  - Having library access suspended or revoked