

TEMPLE UNIVERSITY LIBRARIES

CODE OF CONDUCT FOR LIBRARY USERS

The University Libraries are committed to providing quality services and resources within an environment conducive to intellectual pursuits. Such an environment is characterized by respect for the rights of others and respect for the Libraries' resources and facilities.

All library users are entitled to have:

- A library free of disruptive activity
- Clean and pleasant surroundings
- Access to library materials or an ability to recall them as allowed
- Journals, books, and other library materials that are complete, unmarked, and well-organized
- Access to equipment and services, including computing, for the purpose of performing research
- Privacy and confidentiality in their use of library services and collections

The University Libraries abide by Federal and state laws, local ordinances, the University's [Student Code of Conduct](#) and [Smoking Policy](#), and other University policies that guide behavior on the campuses. Presented here are particular provisions for behavior within the Libraries.

Each user of the Libraries has a responsibility to:

- Preserve a quiet and peaceful environment suitable for study and refrain from creating excessive noise. Cell phone use is limited to designated areas, and ringers should be turned off when in the Libraries.
- Treat all library users and staff with respect and courtesy.
- Refrain from bringing animals into the Libraries except for guide dogs or other animals used to assist people with disabilities.
- Use only designated areas for the consumption of food or beverages, not study carrels or any public areas of the Libraries.
- Check out library materials before removing them from the library, and return materials in complete and good condition by the due date or when recalled by the Libraries.
- Refrain from concealing library materials in the Libraries for the exclusive use of an individual or group.
- Do no damage to Library materials or property, and adhere to the Libraries' guidelines for access to and use of special, valuable, or fragile materials such as archival holdings or photographs.
- Use public-access computers in accordance with the University's [Computer and Network Security Policy](#), and respect the privacy and sensitivities of others when using Internet resources.
- Understand that our electronic resources are licensed for current Temple students, faculty and staff only.
- Refrain from sharing a Temple University ID, or an Alumni, Friends, or Courtesy card to allow unauthorized use of library materials or electronic resources.
- Observe copyright restrictions and principles of fair use. (See: [url TBA](#))
- Adhere to Federal and state laws, local ordinances, the University's [Student Code of Conduct](#) and [Smoking Policy](#), and other University policies that guide behavior on the campuses.
- Report violations of this code of conduct to Library staff or Campus Security in order that appropriate corrective actions may be taken.

Violations of this *Code of Conduct* may be referred for disciplinary action under applicable University disciplinary processes. Where appropriate, instances of misconduct may be referred to local, state or federal law enforcement officials.