

## Alfaisal University Library

### Alfaisal Library Code of Conduct

#### Introduction

The Library strives to provide the following services for its authorized users:

1. access to library materials or an ability to recall them according to library policy
2. journals, documents and books that are complete and unmarked
3. surroundings and library collections free from the problems caused by food, beverages, and other damaging substances
4. a library environment suitable for reading, study and activities in support of campus research and instructional programs.

#### Prohibited Behaviors

Certain behaviors, detailed below, are in conflict with these goals.

#### *Use and protection of the Collections*

1. Removing or attempting to remove library materials, equipment or property without proper checkout or other official library authorization.
2. Failing to either renew or return library materials when due.
3. Concealing library materials in the Library for the exclusive use of an individual or group.
4. Mutilating library materials by marking, underlining, removing pages or portions of pages, removing binding, removing electronic theft devices, using post-its and paper clips or in any other way damaging or defacing library materials.
5. Eating or drinking in the Library.
6. Smoking in buildings or near entrances and exits.

#### *Use and protection of the building and library equipment*

8. Being in unauthorized areas of the Library, remaining in the Library after closing or when requested to leave during emergency situations, drills or when not abiding by The Library's Conduct Policy.
9. Opening emergency exits except in emergency situations.
10. Vandalizing or defacing the Library building, furniture or equipment.
11. Maliciously accessing, altering, deleting, damaging or destroying any computer system, network computer program or data.

### *The Library Environment*

12. Causing a disturbance or engaging in any behavior which interferes with Library activities. Proscribed behavior includes (but is not limited to) verbal abuse, threats of violence, or use of "fighting words" to harass any person.
13. Bringing an animal into the Library, unless the animal is an authorized accommodation to a person with a disability. Anytime any animal is behaving in a manner incompatible with the essential purposes of the library, the library will immediately insist that the animal exit the library.

### *Library fees*

14. Failing to pay library fees.

### **Sanctions**

Any patron who commits or attempts to commit any of the offenses listed above -- or any other behaviors illegal under the Library and/or the University rules and regulations -- is subject to sanctions, including

- being asked to leave Library premises;
- being reported to the Student Services; and
- being banned from entering the library.