



Colorado Heights University

May Bonfils Stanton Library Use - Rules of Conduct

These rules are designed to ensure that staff, students, and community members obtain the maximum benefit from the resources and facilities of the University Library. These rules are created and approved by the University Management Team(s), the Librarian(s), Instructors, Staff, and the Student Library Association. This ensures that all users have fair input and become responsible co-creators and participants in the library community to which they belong.

All users of the Library are expected to behave in a manner, which promotes the full use, operation, and enjoyment of the Library's resources and facilities. Behavior, which interferes with the use, operation, or enjoyment of the Library, will not be tolerated. Users who repeatedly violate the rules may be subject to blocked use or fines.

- 1. All patrons should be aware that all library areas are under video camera surveillance. The building is also monitored by Campus Security at all times.**
- 2. Library areas should be kept clean and organized for all users to be able to access easily.**
- 3. Please wash your hands before and after using public devices such as phones, computers, keyboards, remote controller's, and so forth for your own safety and to prevent spreading common colds and flu viruses.**
- 4. Place items you have taken from the library shelves on the "Circulation Book Cart" for Library Staff to re-shelve. Never re-shelve items on your own. Library Staff must ensure LOC Call Number and library shelving order for all users.**
- 5. Please take care of your school library's furniture, tables, and materials such as books, videos, or technologies while you are using them. No food/drink should be taken near computers or other technology. Please always clean and clear after your use.**
- 6. If the Security Gate alarm goes off when you pass through it, please immediately visit the Circulation Desk.**
- 7. No food or drink is allowed in *public or open areas* of the Library. Food/drinks may only be allowed in classroom(s) or in areas designated for library events by teachers, or staff/managers. Please properly dispose of chewing gum, soda, coffee, wrappers and/or cups.**
- 8. No tobacco products, cigarettes, or such substance(s) may be used in or near the library. Smoking is prohibited in and near all the entrances to the library all around the building. It is illegal in the State of Colorado to smoke in the entrance areas or close to school library buildings. It is a fire hazard. It also damages and devalues the collection, exposing patrons and materials to deadly toxins and second hand smoke.**
- 9. Noise levels must be kept moderate, using discretion. Use cell phones or other AV/media with earphones in areas away from places where it might disrupt others.**
- 10. Please be respectful of library materials, spaces, and other patrons at all times.**