



University Libraries Conduct Policy

The Libraries strive to provide for its users:

- An environment free from disruptive activity
- Access to library materials according to Library policy
- Newspapers, journals, documents, and books that are complete and unmarked
- Surroundings free from food, beverages, and their resulting problems

Ensuring a pleasant and productive environment for study and research for all users requires that each user of the Libraries follows the *Hawai'i Pacific University Libraries Conduct Policy*.

Users of the Libraries have a responsibility to refrain from the following activities:

1. Behavior

- Creating a disturbance or behaving in any manner that interferes with the normal use of the Libraries, including: rowdiness, noisiness, loitering, selling products or services, offensive sexual behavior, etc.
- Consumption of food or beverages in public areas of the Libraries. Bottled water is permitted except around copiers, computers, equipment, and special collections.
- Smoking or use of smokeless tobacco.
- Talking on cell phones or other mobile communications devices. Set ringers to silent mode while in the Libraries.
- Use of personal audio devices except those that are used with headphones. Volume should be set so as not to be audible to others.
- Moving furniture or using equipment in a manner for which it is not intended.
- Creating a safety hazard; i.e. by placing power cords, backpacks, or personal belongings in and around walkways.
- Occupying more than one seating space.
- Being in an unauthorized area of the Libraries, remaining in the Libraries after closing or when requested to leave during emergency situations or drills.
- Harassment of library staff or users.

2. Use of materials

- Removal or attempted removal of library materials or property without checking them out or without proper authorization.
- Mutilation of library materials by marking, underlining, or removing pages or portions of pages; removing binding or electronic theft devices; injuring or defacing library materials or property in any way.
- Concealing library materials in the Libraries for the exclusive use of an individual or group.
- Failure to return materials following the expiration of the loan period and/or on request for return of materials by the Libraries.
- Failure to pay the Libraries the value of lost or damaged materials.

3. Unattended Personal Property

- The University Libraries will not be responsible for the loss of personal property.
- All lost and found items will be sent to the Campus Bookstore.

The University Libraries reserve the right to withdraw the privilege of access or service to a user who has not displayed acceptable behavior, or who fails to abide by established Library and University policies.

Users not affiliated with Hawai'i Pacific University may be subject to removal from the Library on the grounds of trespassing on private property.