

William Woods University

Dulany Library

Building Use Policy

Created: June 2007

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Approved by Academic Council: 9 Jan 2008

Dulany Library serves WWU students, faculty and staff. It is also open to the general public. To ensure a pleasant and safe environment conducive to research and study, the Library has established the following policies regarding the use of its facilities and collections.

Cell Phones and Pagers. To preserve a quiet study environment, the Library requires library users to set cell phones and pagers on nonaudible signals. Cell phone conversations should be conducted outside the library.

Children. Children are welcome, but those under 14 must have adult supervision at all times. Unsupervised children will be asked to leave the library.

Computer Work Stations. Academic work has priority and use is limited to one hour if others are waiting. Access is limited to the options listed on the screen. No game playing, software installation, personal software, or web authoring are allowed. Use of the computers in the Reference Room is restricted to WWU faculty, staff and students.

Courtesy and Responsibility. All patrons using online and Internet resources are expected to show common courtesy and respect for both the privacy and sensibility of others since it is not possible to prevent other library patrons from observing online information or images.

Defacing the Library and its Materials, Equipment, and Furniture. Cutting, tearing, or defacing materials such as books, periodicals, microforms, and compact disks or tampering with computers or computer software or defacing equipment, furniture, or the building itself is prohibited and is punishable under Missouri State law.

Disruptive Behavior. Behavior that interferes with the appropriate use of the Library is not permitted. This includes excessive noise, altercations, theft, vandalism, inappropriate sexual behavior, and harassment of any kind. All such activities should be reported immediately to the Circulation Desk, who will contact Campus Police. Patrons identified as disruptive will be subject to sanctions, including possible expulsion from the Library or other University disciplinary action as determined by the Academic Dean and/or Dean of Students.

EMC Room. The conference table in the EMC Room may be reserved for instructional purposes and meetings when no other space is available. Reservations may be made by contacting the Circulation Desk prior to use. Participants of any class or meeting taking place in the EMC must expect non-participants to use the EMC collection during their activity.

Emergency Alarms. All patrons and staff should respond to all fire alarms by immediately exiting the building via the nearest emergency exit. In the event of a tornado, all patrons and staff should immediately move to the basement of the library in an area away from windows.

Food and Drink. Eating is not allowed in Dulany Library, including the Library Auditorium. Drinks in re-closable, spill-proof containers are allowed. People who violate this policy will be asked to dispose of their food or drink or leave the Library.

Library Auditorium. The Library Auditorium may be used by WWU faculty and staff for instructional or university-related events and meetings. Students groups may also use the Library Auditorium for campus-related events and meetings. Reservations must be made prior to use at events.williamwoods.edu. Use of the Library Auditorium by anyone (including WWU faculty, staff, and students) for non-university events must be approved by the University Switchboard/Information Center prior to use.

Safety. The Library's goal is always to optimize the safety and security of its users and staff. All statutes, regulations, and laws governing safety and behavior in a facility of the State of Missouri and William Woods University will apply, as understood by Library and University staff. Emergencies should be reported immediately to Library staff.

Signs. Academic or library-related announcements may be posted on the bulletin board adjacent to the Circulation Desk, to the left of the front exit. All announcements on this board must be dated and approved by Library staff. No notices are to be taped to doors, windows, or walls. Personal notes and/or announcements are not allowed.

Solicitation. Solicitation is not permitted.

Smoking. Smoking in any part of Dulany Library is forbidden by State law and University policy.

Teaching/Learning Center. The TLC is reserved for faculty use only. It can be reserved by faculty or administrators for meetings or seminars prior to use at events.williamwoods.edu.

Telephones. The telephone at the Circulation Desk may be used for Emergency calls only.

Weapons. Guns or any other weapons are strictly prohibited and may not be brought into Dulany Library.