Library Code of Conduct

The SUNY Orange Library serves the community by providing access to high quality services and collections. We strive to provide a pleasant environment that facilitates academic research and study supporting the academic goals of the college. Users are expected to engage in behavior that supports this learning environment and adhere to the Library Code of Conduct.

Three types of learning environments are available in the library:

Group Study Areas are to be used for collaboration, project work, and discussion. In respect for other users, students should refrain from loud or disruptive conversations or other noisy behavior. Staff will determine whether behavior in these areas constitutes a policy violation.

Modified Quiet areas are to be used for individual study and quiet conversation. Staff assessment of behavior and complaints from other users of these spaces will determine whether a policy violation has occurred. Staff may ask users to move to Group Study space if behavior is disturbing others.

In **Quiet Study** areas, conversation is prohibited, except for library reference service.

Look for signs posted throughout the Library designating the established purpose of the space.

Please note that:

- Computing resources are available to support the instructional activities of the College, therefore, research use of computers takes priority over recreational use. (see ITS Network Utilization Policy).
- Campus Security may ask any user to present their student ID, library card or other identification at any time.
- Standing in groups or moving furniture in ways that block or impair passage of foot traffic, carts and/or equipment is not permitted. In the Information Commons(IC), no more than eight chairs may be brought to a pod, with no more than two chairs allowed at any one workstation. All users of study areas must be seated, with one user per chair.
- Mutilation of library materials, including marking pages with pens, highlighters or other instruments; tearing or removal of pages; removing security devices, purposely damaging materials or any other library property is not tolerated and such acts will be reported to Campus Security.
- Loud or disruptive conversations and/or behaviors are prohibited.

- Harassing, offensive, violent, threatening or unlawful behaviour will not be tolerated and such acts will be reported to Campus Security.
- Sounds from electronic equipment including but not limited to desktops, laptops, audio players, and other mobile devices must be inaudible to other patrons. Headphones are required when using these devices.
- Quiet cell phone conversations are allowed within study areas, however ringers should be turned off and phones set to vibrate. Users in violation of this policy will be asked to end the call or move to either the Student Lounge on the first floor or Cell Phone Zone located at the library main entrance.
- To prevent damages to library materials and equipment, beverages are permitted in the library only if they are in covered spill-proof containers.
- Food is limited to small, dry snack items. All other food items must be consumed in the Student Lounge located on the first floor.
- Students are expected to clean up after themselves and report any spills to the library staff.

Problems should be brought to the attention of the library staff. Those library users who fail to comply with the Library Code of Conduct will be asked to leave the library facility and/or reported to Campus Security for disciplinary action.

The Student Code of Conduct:
http://www.sunyorange.edu/studentactivities/handbook.shtml

The ITS Network Utilization Policy:
http://www.sunyorange.edu/its/policy.shtml

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