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University Libraries Library Use

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I. REASON FOR THIS POLICY

The University Libraries strive to maintain an environment that is conducive to our mission of supporting the research and other academic endeavors of the USD community of faculty, staff, and students. As a public institution and government document depository, the general public is also welcome to use our facilities.

The Libraries and their staff are committed to providing:

- Space that is conducive to research and study.
- Tools for users to find information quickly and efficiently.
- Courteous and respectful service.
- New services and changes to existing services, as needed, to fill users’ evolving information needs.
- Access, within legal and license requirements, to the library collections and collections from other institutions.

II. STATEMENT OF POLICY

The University Libraries are committed to provide an environment conducive to teaching, learning, study, and research, and ensure a safe and secure environment for its patrons and staff. Library patrons are asked to respect those using or working in the University Libraries as

well as the collections, equipment, and facilities and to assist the Library staff in maintaining a safe and secure environment.

Intellectual Freedom

The University Libraries embrace the position of the American Library Association (ALA) with respect to intellectual freedom. Those principles are encapsulated in the Library Bill of Rights as adopted and in effect, January 29th, 2019. The Library Bill of Rights asserts that the censorship of library materials violates the library's obligation to provide information and enlightenment to all users and that libraries must resist efforts to abridge the rights of free expression and free access to ideas, as protected by the First Amendment.

Accessibility

As part of the University Libraries commitment to accessibility, Circulation staff and students are available during business hours to assist patrons in retrieving materials that may be otherwise inaccessible due to injury or disability.

Acceptable Behavior

Students are expected to abide by the Student Code of Conduct (SDBOR Policy 3:4) at all times. All patrons should maintain similar standards of behavior. Disruptive users may be asked to leave the building as per SDBOR Policy 1:31 and may be subject to Student Conduct Process pursuant to SDBOR 3:4.

Noise Levels

The first floor of the I.D. Weeks building is a service and collaborative environment characterized by a respectful, conversational noise level. As you move upwards in the building, the level of acceptable noise declines. The third floor is the silent floor.

Computer Usage

USD provides computers in the University Libraries for USD students, faculty, and staff and the public. Members of the USD population log into these computers with their active USD email account and password. Members of the public may be provided with a guest account from a Lab Consultant, except during periods of heavy student use. Computers are provided for academic and research purposes. Acceptable use is documented in SDBOR Policy 7:1.

Children and Community Patrons

Children and Community Patrons are welcome in the University Libraries. The University Libraries cannot, however, assume responsibility for the safety of children left unattended and does not provide a monitoring service. Children under 12 must be accompanied at all times by

an adult who is responsible for supervising the child's behavior, including the child's use of the Internet.

Animals

Animals are prohibited in the University Libraries except for service dogs assisting individuals with disabilities.

Food or Drink

The University Libraries allows library users to have food and drink in the University Libraries. Food or drink is not permitted in Archives and Special Collections, the South Dakota Oral History Center, Classroom 323 or other areas designated "No Food or Drink"

Smoking

In accordance with State Law, all smoking, including electronic cigarettes or other devices, is prohibited inside the University Libraries.

Lost and Found

The University Libraries are not responsible for the security of personal property. Lost and found items are stored for the semester at the Circulation Desk on 1st Floor of the University Libraries. At the end of each semester, items are taken to the Campus Lost and Found located at the University Police Department in the Davidson Building.

Advertising

Circulation staff must approve, date, and post flyers or posters for the bulletin boards in the Tower and other areas of the building. Only materials of the University of South Dakota and recognized student groups will be posted. Materials that are posted without the approval of Circulation staff will be removed and discarded.

Solicitation of any kind, by those not affiliated with the University, is not permitted within University Libraries, except as approved SDBOR Policy 3:7.

Filming

To ensure both access and patron confidentiality, please contact Circulation staff in person or at circ@usd.edu for permission to film in the library.

III. DEFINITIONS

PATRON(S) – All users of the library, including University of South Dakota students, staff, faculty, and community members are defined as patrons.

SERVICE DOG – Any dog trained to perform tasks for an individual with a disability.

IV. PROCEDURES

Noncompliance will be reported to the Dean of Libraries and/or the University Police Department.

V. RELATED DOCUMENTS, FORMS AND TOOLS

BOR Policy 3:4 Student Code of Conduct

<https://www.sdbor.edu/policy/documents/3-4.pdf>

BOR Policy 1:31 Exclusion of Members of the Public for Disruption of Institutional Activities or for Misconduct

<https://www.sdbor.edu/policy/Documents/1-31.pdf>

BOR Policy 7:1 Acceptable Use of Information Technology Systems

<https://www.sdbor.edu/policy/Documents/7-1.pdf>

University Libraries: Borrow Request and Renew

<https://www.usd.edu/library/borrow>

BOR Policy 3:7 Commercial Solicitation of Students

<https://www.sdbor.edu/policy/Documents/3-7.pdf>

American Library Association: Library Bill of Rights

<http://www.ala.org/advocacy/intfreedom/librarybill>