

## LIBRARY & LEARNING RESOURCES: CODE OF CONDUCT

The Gnomon Library is committed to providing collections and services that support the educational and professional goals of the Gnomon community. As such, it is important that the environment be inviting and free from distraction. To meet that goal, users are informed of the following guidelines. All users of the Gnomon Library are required to:

### RESPECT OTHERS

- Disruptive behavior, including excessive noise, abusive language, and/or harassment of others or Library staff, is strictly prohibited.
- Please keep conversations at a low volume.
- Staff workstations, service desks, and/or offices are reserved for Library staff only.
- Please leave the Library when instructed (e.g., at closing and during emergency evacuations).
- No solicitation is allowed.

### RESPECT LIBRARY MATERIALS

- Unauthorized removal of Library materials, equipment, or property is prohibited.
- Users who deliberately damage Library materials (e.g., cutting, marking, etc.) will be held responsible for its repair and if necessary, replacement.

### SILENCE CELL PHONES

All telephone calls must be taken outside of the Library.

### FOOD & DRINK

Please leave food and/ or drinks on the table located outside the Library, VR Lab and Figure Drawing room.

### FILMING/ PHOTOGRAPHY IN THE LIBRARY

All filming requests must be approved in advance by the Library Director. If you are found filming or photographing without prior authorization you will be asked to delete any images and/ or to leave the Library. Please see the Library Director for assistance.

### EXCESSIVE NOISE

Individuals and groups are welcome to study in the Library. If you engage in behavior that creates a disturbance to other students, you will be asked to quiet down. If it continues, and you are warned more than once, you will be asked to leave the Library.

### INTELLECTUAL FREEDOM/ RIGHT TO PRIVACY

All titles (print, electronic and audiovisual) have been purchased by the Library in support of the programs offered by Gnomon. The Library supports the American Library Association's principles, including the Library Bill of Rights, Freedom to Read, and Freedom of View. For more information, please visit the ALA website at <http://www.ala.org/ala/oif/statementspols/statementspolicies.cfm>

### VIOLATION CONSEQUENCES

The purpose of this conduct guide is to inform users of our collective responsibility in supporting a healthy, productive learning environment for all. Doing your part is appreciated and necessary to fulfill this promise. If you see a violation, please bring it to the attention of the Library Director. Incidents are subject to reporting to Gnomon's Student Affairs for review and follow-up.

This policy supplements the Student Conduct policy described under "Disclosures & Policies" on the Gnomon website at [gnomon.edu/about/consumer-disclosures/policies](http://gnomon.edu/about/consumer-disclosures/policies)