



Originating Office: University Libraries
Responsible Executive:
Date Issued: Revised by Prep Team on 071310
Date Last Revised: Revised & approved by Operations Group 11/13/12
Last edited 04/06/2015

University Libraries Library Use Policy

Policy Contents

I. Reason for this Policy...1
II. Statement of Policy ...1
III. Definitions...7
IV. Procedures ...7
V. Related Documents, Forms and Tools...7

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.

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.

The University Libraries are responsible for maintaining the facilities and resources for future use. Please assist us in this effort by taking these steps:

- Treat library materials with care.
- Food and drink are permitted in the University Libraries, except in areas designated “No Food or Drink.” When eating or drinking, please take care not to spill on library materials and properly dispose of any trash and recyclables in the appropriate receptacles provided throughout the building.

The University Libraries strive to maintain a welcoming environment where individuals feel safe to conduct their academic research activities. In support of this goal, the following activities are not acceptable:

- Abusing, threatening, or intimidating library users or staff through language or action;
- Engaging in sexual harassment and/or overt sexual behavior;
- Bringing weapons (real or simulated) or alcohol/illegal drugs into the Library;
- Being under the influence of alcohol/illegal drugs, and selling, using or possessing alcohol/illegal drugs;
- Refusing to leave the Library at closing time, when asked by staff due to unacceptable behavior, or in an emergency situation;
- Performing any activity that creates excessive noise (e.g. playing audible music) or commotion that impacts the work of Library users;
- Blocking windows of any library rooms;
- Refusing to comply with the policies described in this document.

Library staff will ask parties engaging in any of these activities to cease the behavior and/or to leave the building. University Police will escort persons refusing to comply from the building.

Bicycles and Mopeds

USD policy prohibits parking bicycles or Mopeds (powered bicycles, scooters, or small motorcycles) in the University Libraries. Racks for parking bicycles are located near the entrance.

Cell Phones

The University Libraries have designated the interior stairwells other than the central staircase as cell phone friendly locations. These locations have been selected to minimize the impact of cell phone conversations on library patrons. The following areas amplify conversations and are not appropriate for cell phone conversations: entry tower area, library lobby and central staircase.

Out of respect for those who visit the University Libraries to study and work quietly, please turn cell phones to vibrate or silent at all times while in the Building. Please excuse yourself and move to the nearest designated cell phone area if you need to take a call received while at a library service point.

Children

Children 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. Unaccompanied children will be asked to leave the building by library staff or University Police. Library staff will grant an exception to this policy when the child is making bona fide use of government documents or when a letter of sponsorship from a teacher or group leader is sent to the Dean of Libraries noting the child's need to use research materials and the duration of this need.

Children aged 12 -15 years of age may obtain a Community Borrower's Card when their parent or guardian accompanies them to complete the registration process at the Circulation Desk.

Community Patrons

South Dakota residents aged 16 years and older may receive a Community Borrower's Card, entitling them to borrow circulating library materials, when they register at the Circulation Desk and present a South Dakota government-issued photo ID (South Dakota identification card or driver's license) or South Dakota high school ID. Evidence of current address may be required. Community Borrower Cards must be renewed each year. See **Children** above for borrowing policies for public patrons up to age 16.

Computer and Web Use

Computers

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, providing a Lab Consultant is on duty, check out a computer on the 1st Floor for two hours at a time from the Lab Consultant and may renew it for two additional hours, except during periods of heavy student use or when there is a line for computers. Computers are provided exclusively for academic and research purposes.

Prohibited uses of the computers and equipment include all those that violate federal or state laws, or USD/Board of Regents policies, or are inconsistent with the University Libraries' goals and function. Among such prohibited uses are:

- Accessing child-pornography sites;
 - Installing software and/or changing settings;
 - Causing physical damage to computers or other equipment;
 - Disruption or obstruction of authorized use of the network;
 - Destroying the integrity of computer-based information;
 - Infringing copyright or licensing agreements;
 - Using computers for private financial gain (e.g., conducting business);
 - Using computers with the intention of threatening, intimidating or invading the privacy of others.
- Additional relevant policies:
 - South Dakota Codified Laws §§ 22-24 Obscenity and Public Indecency Definitions: <http://legis.state.sd.us/statutes/DisplayStatute.aspx?Type=Statute&Statute=22-24-27>
 - South Dakota SB184 Child Pornography:
 - <http://legis.state.sd.us/sessions/2002/bills/SB184enr.htm>

- Acceptable Use of Information Technology Systems: Broad of Regents Policy 7:1: http://www.sdbor.edu/policy/7_Technology/documents/7-1.pdf
- USD Network Access Policy: <http://www.usd.edu/technology/upload/Network-Policy.pdf>
- All USD Technology Support Policies: <http://www.usd.edu/technology/links.cfm?catid=85>

Privacy and Viewing of Controversial and Sensitive Material

The principles of intellectual freedom require that library patrons be granted as much privacy as circumstances and the law allow when they use library facilities and materials. A lack of privacy can inhibit the free pursuit of information. Providing privacy for computer users, however, is difficult, insofar as images on a computer monitor are often publicly visible in a way in which the contents of books or magazines are not. Library staff are not responsible for legal content viewed by patrons on computers and do not monitor computer viewing. When a patron or staff member is offended by content they unintentionally observe, library staff will provide assistance whenever possible to move the offended party to another location.

Web Access by Children

The University Libraries primarily serve the USD population and adult community members, and because they are committed to providing uncensored access to information, they do not attempt to monitor or control children's access to the Internet. Parents or legal guardians of minor children must, therefore, assume responsibility for their children's use of the Internet via the computers.

The Children's Internet Protection Act (CIPA) requires those libraries that receive federal funding via Library Services and Technology Act (LSTA) grants for the purchase of computers or Internet access, or those that receive special federal E-rates for Internet access, to maintain filtering software to shield children from objectionable material on the web. The provisions of the CIPA do not apply to college or university libraries because those libraries are not eligible for either form of federal assistance. (Source: [Intellectual Freedom Principles for Academic Libraries.](#))

Web Content Disclaimer

The University Libraries do not have control over purchased or free web content. The University Libraries' are not responsible for content that may be inaccurate, incomplete, out-of-date, controversial, or offensive to some. Patrons are urged to question the validity of information they retrieve from the web and carefully evaluate its value and appropriateness for their purposes. They should also be aware that most web-based materials are copyrighted and existing copyright laws govern their use.

ALA's Office of Intellectual Freedom (OIF) has dealt with the special issues surrounding the use of electronic information in its publication [Access to Electronic Information, Services, and Networks: An Interpretation of the Library Bill of Rights](#). The fundamental tenet of the ALA's position, as stated in that document, is that "Users should not be restricted or denied access for expressing or receiving constitutionally protected speech." Constitutionally protected speech is all speech not explicitly denied such protection, e.g. libel, child pornography, etc. A corollary of this principle is that the use of filtering software to control access to the web is not consistent with the principles of intellectual freedom. Discussing the application of the *Library Bill of Rights* to web access in university libraries, the OIF asserts that "content filtering devices and content-

based restrictions are a contradiction of the academic library mission to further research and learning through exposure to the broadest possible range of ideas and information."

Dedicated Use and Study Spaces

The University Libraries have a variety of rooms and spaces available for use by individuals and groups. Any material blocking the windows of any library rooms will be removed by staff. To review room descriptions and policies and to reserve a space go to [Rooms, Spaces & Lockers - USD](#).

Dress and Clothing

Everyone entering the University Libraries must wear shirts, pants/shorts/skirts, and shoes at all times while in the building. As customer service providers, library faculty and staff are expected to dress professionally in at least business casual clothing while in the building during business hours.

Fax Machine

For the convenience of library patrons, a self-service fax machine is located on the right just inside the entrance to the I.D. Weeks building. While receiving faxes is free, sending faxes must be charged to a credit, debit, or check card. Instructions for the use of the machine and pricing are displayed on the front panel.

Food and Drink

The University Libraries policies allow library users to have food and drink in the University Libraries. Please observe the following guidelines:

- Use care when consuming food and drink while using computers and library materials.
- Dispose of food and drink containers in trash or recycling bins.
- To minimize damage from spills, please use beverage containers with tops or lids (twist top bottles, travel mugs, etc.).
- Food and drink are not permitted in Archives and Special Collections and other areas designated "No Food or Drink."

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](#), which 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.

Lost and Found

Lost and found items are stored for up to two weeks at the Circulation Desk on 1st Floor of the University Libraries and periodically are taken to the Campus Lost and Found located at University Police in the Davidson Building. Use the East entrance to Davidson, which is directly south of the library (605-677-5342) to inquire about lost items no longer held at the Circulation Desk.

Noise

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.

Individual study rooms are quiet study spaces. Patrons using group study rooms are requested to keep noise to a minimum so as not to disturb patrons in adjacent study spaces. The walls of individual and group study rooms are not sound proof.

Pets

In accordance with USD policy, pets are prohibited in the University Libraries unless they are essential for teaching, research, or for the assistance of persons with a disability.

Posting Flyers and Posters in the Building

Circulation staff must approve, date, and post flyers or posters for the bulletin boards in the Tower and other areas of the building. Only University related flyers and posters will be posted. Posters larger than 11" x 17" and not exceeding 36"H x 72"W will be posted by Circulation staff as space permits. Materials that are posted without the approval of Circulation staff will be removed and discarded. Library staff wishing to post flyers must obtain approval from Circulation staff. Period of time that items will be posted is up to two weeks space permitting or until event is over.

Skateboards and Rollerblades

University policy prohibits the use of skateboards, rollerblades or other similar devices inside USD buildings. Navigating on, jumping, or performing stunts from the Library steps, handicap ramps, or sidewalks around USD buildings are also prohibited.

Soliciting

Solicitation of any kind, by those not affiliated with the university, is not permitted within University Libraries.

Commercial solicitation or sale of goods or services to students on institutional campuses is prohibited unless specifically approved by the institutional chief executive officer or that officer's designee [USD Sales & Solicitation Policy pdf The Board of Regents Solicitation Policy is found at http://www.sdbor.edu/policy/3-Student_Affairs/documents/3-7.pdf.

Table Tents or Other Publicity on Tables

Circulation staff must approve and date USD-related table tents or other publicity before they are distributed throughout the Library. Materials brought in by non-USD organizations must be reviewed and may be approved by the Dean. Any materials still remaining after 2 (two) weeks or after the date of the event will be discarded. Only one item is permitted per table.

Trash and Recycling

Trash and recycling bins are located throughout the building for the convenience of library patrons. Library staff manages the Library's recycling program and encourages patrons to participate.

Unattended Personal Property

The USD University Libraries is not responsible for the security of personal property. Patrons must keep their personal belongings with them at all times. Personal belongings may not be used to reserve a space while the patron is elsewhere – space in the building is in demand by others. Personal belongings left unattended at tables, carrels, computer stations, and seating areas in University Libraries for more than

ten minutes are subject to removal by library staff. Collected items will be placed behind the Circulation Desk, where they may be claimed by the owner. A note will be left where the items were found indicating they have been taken to Lost and Found at the Circulation Desk.

Vending Machines

Library patrons report problems with vending machines to and request refunds from the Circulation Desk.

III. DEFINITIONS

Define terms that have specialized meanings in the policy. List alphabetically and provide definition.

IV. PROCEDURES

A policy must contain some procedures for compliance. List Procedures in the order in which they are to be carried out.

V. RELATED DOCUMENTS, FORMS AND TOOLS

List related University Policies and other university and external documents that provide helpful, relevant information. Forms or tools should be included with information on how to obtain official forms or perform any processes that are required for compliance with the policy. (Indicate “**Not Applicable**” if no documents, forms, or tools will be included.)