

UW Tacoma Library Policies

UW Libraries Code of Conduct

The Libraries seeks to provide a safe and secure learning environment where diverse experiences and perspectives are honored. Library users are expected to respect the rights of others, the integrity of Libraries resources and the scholarly mission of the Libraries.

Individuals will...

- Know and follow the guidelines of [UW Computer Use Policies](#), [UW Libraries Computer Use Policy](#), and the [UW Libraries Photography & Videography Policy](#).
- Adhere to policies governing appropriate use of University identification.
- Present identification upon request.
- Comply with all [library policies](#).
- Respond to emergency and security gate alarms and other situations as instructed by staff; leave buildings at closing and limit use of the library to authorized areas only.

Individuals will not...

Violate the safety and security of others. Prohibited behaviors include, but are not limited to:

- Exhibiting threatening or intimidating behaviors, e.g., abusive language, threats of violence, or harassment.
- Engaging in behavior that is potentially unsafe or harmful to self or others.
- Engaging in sexual activities, indecent exposure, harassment, or making unwanted or inappropriate advances.
- Using the UW NetID or Husky Card of another individual to access UW Libraries facilities and/or resources.
- Using alcohol, tobacco, or controlled substances.
- Leaving young children unsupervised.

Disturb or disrupt the academic pursuits of other library users. Prohibited behaviors include, but are not limited to:

- Creating disturbances with disruptive noise, e.g., loud talking or audible electronic devices.
- Vending, peddling, soliciting, or petitioning in the libraries; posting or distributing materials without permission.
- Inappropriately demanding the attention of others, e.g. disturbing library users who are studying.
- Disturbing others with strong odors, e.g., perfumes, alcohol, or unsanitary personal conditions.
- Consuming food or drink in areas where they are prohibited.
- Bringing animals, other than service animals, into libraries.
- Using special lighting or reflectors for photography or videography.
- Using motorized or non-motorized wheeled devices inside the libraries, including the use of bicycles, skateboards, hoverboards, scooters, and shopping carts that are larger than a small, wheeled luggage cart. These restrictions do not apply to Americans with Disabilities Act (ADA) mobility devices or medical assistive devices, baby strollers, or to university staff and contractors in the course of their work.

Obstruct use of or misuse Libraries equipment or facilities. Prohibited behaviors include, but are not limited to:

- Blocking means of egress, e.g., entrances, ramps and stairways.
- Denying access to Libraries materials through theft or deliberate misplacement.
- Defacing or damaging library materials including, but not limited to, underlining, highlighting, writing, or removing pages or security devices.
- Misusing, misappropriating, damaging, or defacing library furniture, buildings, or equipment.
- Bypassing configurations of computers, e.g., bypassing filtering on Guest Research Workstations.
- Leaving personal belongings unattended.

Sanctions for non-compliance

Libraries users found in violation of this code of conduct may be asked to present identification to Libraries staff; may be subject to a search of backpacks or bags; may be directed to leave the premises and not return to any library facilities for the day; may result in Libraries staff filing an internal disruption report, and may be reported to University of Washington Police. Reports of a permanent ban will be maintained indefinitely. Additional disciplinary or legal action may be taken in accordance with applicable laws and policies up to and including being banned from entering the Libraries.

Federal and Washington State laws, local regulations, and UW policies, including the [Student Conduct Code](#), [Workplace Violence](#) and [Sexual Harassment](#) policies and other policies in the [UW Policy Directory](#) also apply within the University Libraries. In addition, the Libraries has written policies on [food and drink](#), [use of computers](#) and [borrowing library materials](#).

UW Libraries Computer Use Policy

The University Libraries supports the University's teaching, research, and clinical functions. The Libraries' public computer equipment is provided to enable library users to access the collections and other information resources and services in support of curriculum and research needs.

The following rules apply to use of computers within the Libraries and supplement and interpret [University-wide policies on use of computing resources](#).

1. First priority for use of computers is accorded to University of Washington students, faculty, and staff.
2. Use of computing resources is a privilege that depends on individuals using the resources appropriately and in accordance with University policies and local, state, and federal laws. These laws and policies cover such areas as illegal access to computer systems, networks, and files, copyright, and harassment issues.
3. At times, the demand for library computer equipment exceeds availability. You are asked to be sensitive to the needs of others and limit equipment use during times of heavy demand. The Libraries may take additional steps to regulate computer use, such as restricting email access or setting time limits.
4. Due to the public nature of the Libraries, individuals should demonstrate respect for individuals' rights to privacy and freedom from intimidation or harassment. You are asked to be sensitive to the fact that some on-screen images, sounds, or messages create an atmosphere of intimidation or harassment for others. The Libraries may take steps to maintain an environment conducive to study and research.
5. Use of computer equipment for recreational purposes such as game playing deters others from using workstations for educational or research purposes, and otherwise makes the Libraries less conducive to study. Libraries may intervene to ensure optimal access to computers for educational and research purposes. Bypassing the filtering of web sites on guest research stations is a misappropriation of this equipment and is not allowed. UW students, faculty, and staff have priority use of this equipment.
6. We welcome the use of laptops and other personal computing devices in the Libraries. Users may connect personal equipment only to the wireless network, or to ports designated for such use. Users may not unplug any Libraries' equipment or

cables for any reason. Use of personal equipment, such as extension, adaptor, or power cords must not pose a safety hazard for others.

7. If you fail to comply with the conditions of this policy, you may be subject to actions outlined in the [Libraries Code of Conduct](#).

Posters and Flyers

- The bulletin boards inside the Libraries are for University of Washington campus related information, for campus related events, or announcements by UW students, faculty, and staff. Posters and flyers must have an official university logo or approval stamp.
- Posters should not monopolize the limited space. Space limitations are taken into consideration for rejecting postings. All posters and advertisements are posted for no more than two weeks, or until the date of the event.
- Posters should only use provided magnets and/or push pins. Tape is not allowed.
- Commercial and non-affiliated materials will be removed.
- All UW Libraries follow [UW policies on free speech](#).
- Political postings for or against a particular candidate or measure will not be posted. Announcements of public meetings by political groups may be posted to bulletin boards, subject to space and priority for UW departments and officially recognized groups.
- By posting submitted materials, UW Libraries does not endorse any message, activity or group.
- UW Libraries is not responsible for the loss or damage of posted materials due to vandalism of any kind.
- Posters or flyers left on tabletops, counters, or desks throughout the Library and Learning Commons will be discarded.

Food & Beverage

Food and covered beverages are permitted in the TLB and SNO buildings.

- Uncovered beverages and food that can potentially damage library resources or is disruptive to a learning environment are not allowed in the library.
- Deliveries cannot be met inside the library buildings.
- Vendors and marketing are not allowed inside the TLB or SNO buildings.
- Staff have final approval of any food or beverages allowed in the buildings.

Filming and Photography

The University of Washington Libraries provides collections, services, and study space for the University of Washington community, and for visitors conducting research. In keeping with its mission to advance “intellectual discovery and enrich the quality of life by connecting people with knowledge,” the Libraries maintains an environment conducive to study and research.

The following policy is derived from the [Libraries Code of Conduct](#) and governs photography and videography in all campus Libraries:

- Candid, snapshot photography is allowed as long as it is not disruptive to Libraries users.
- Photography and videography should not be invasive or disruptive. As much as possible, faces should not be identifiable in photographs.
- Photography and videography should not violate Libraries users’ reasonable expectations of privacy.
- Any photography or videography that blocks building entrances, passages, and staircases or moves/rearranges library furniture is not allowed.
- Photography or videography requiring the use of flash, special lighting, reflectors or large tripods is not allowed.
- Photography and videography are not allowed in the Makerspace and library classroom.
- Drone photography is not allowed.

Commercial and staged photography and videography are subject to [UW Tacoma filming policies](#).

Study Rooms

- Study Rooms in the Library are for UW student use only.
- Library staff can not reserve rooms for students.
- Faculty and staff who want to reserve a room should first check if there are rooms available in other locations on campus through the [UW Tacoma Space Scheduling Page](#).

Library Study Room Rules

- Students may make up to two reservations per day. Each reservation can be made for a period of 30 minutes up to a maximum of four hours.
 - Your reservation is void if you are more than 15 minutes late. Another student may claim the room.
 - Personal property may not be left unattended in the room to hold the room reservation.
- Reservations can be made up to 14 days in advance.
- When not reserved, Study Rooms are open on a first-come, first-served basis.
- Study Room users without a reservation must vacate the room when requested by Library Staff or a student with a valid reservation.

Library Study Room users are expected to follow the UW Tacoma Library Code of Conduct, including:

- Maintain a moderate noise level - rooms are not soundproof, and loud talking disturbs other users in adjoining rooms and outside the rooms.
- Personal belongings should not be left unattended in the Library at any time; the Library is not responsible for patrons' personal belongings, and they may be removed by staff or Campus Safety.
 - Library materials checked out to your account should be treated as personal belongings. You may be assessed overdue and replacement fees if they go missing from a study room.

Graduate Student Study Carrels

Access to the space is restricted to currently enrolled graduate students, and reservations are available on a first come, first serve basis.

- For access to the storage in the study space you must check out a key at the circulation desk on the first floor of the TLB. Valid id is required to check out a key.

Library Reservable Study Space Rules

- Patrons may make up to two reservations per day. Each reservation can be made for a period of 30 minutes up to a maximum of four hours.
- Reservations can be made for up to 14 days in advance.
- When not reserved, Study Spaces are open on a first come, first served basis. Priority will be given to students with or without a reservation.
- Study Space users without a reservation must vacate the room when requested by Library Staff or a student with a valid reservation.

Library Study Space users are expected to follow the [UW Tacoma Library Code of Conduct](#)

Caregiver Study Carrels

Our caregiver study carrels are intended for parents and caregivers of young children to utilize while studying. Reservations of the carrels is restricted to currently enrolled students.

Library Reservable Study Space Rules

- Patrons may make up to two reservations per day. Each reservation can be made for a period of 30 minutes up to a maximum of four hours.
- Reservations can be made for up to 14 days in advance.
- Caregiver carrel users without a reservation must vacate the carrel when requested by Library Staff or a person with a valid reservation.
- Children may not be left unattended in the study carrel or around the library. **If an unsupervised child comes to the attention of library staff, Campus Safety and Security and local law enforcement will be called.**
- Caregivers and parents **are solely responsible for the safety, wellbeing, and behavior of any child(ren) brought into the library.**
- When not reserved, caregiver carrels are open on a first come, first served basis for caregivers and parents with children present. Priority will be given to students with or without a reservation. **You will be asked to leave the space** if children are not present.

Library Study Space users are expected to follow the [UW Tacoma Library Code of Conduct](#).

Lost & Found

The Library Lost and Found is located at the Circulation Desk on the first floor of the library. All items received are recorded and held in the library until the following Monday morning, after which they are given to [Campus Safety](#) or discarded.

- Items of high value, items with serial numbers, or property with owner identification clearly marked are immediately transferred to Campus Safety upon receipt.
- Data storage devices will be disposed of due to security risk.
- Personal books that are not claimed by the following Monday will be donated to the Little Free Library.

Retrieving Lost Items

To retrieve lost items, visit the Circulation Desk located on the first floor of the library.

For items of high value that have not been transferred to Campus Safety, you may be asked for a form of identification and/or ownership of the item.

Forms of ownership identification may include, but are not limited to:

- Description of lost item
- Further identifying marks, stickers, labels, text, or images
- Ability to unlock a tablet, laptop, or phone