



UMDNJ – University Libraries Code of Conduct

*Effective January 1, 2004
Revised: January 11, 2007*

I. Introduction

The mission of the UMDNJ – University Libraries is to provide quality library and information services to support the education, research, and patient care programs of the University of Medicine and Dentistry of New Jersey, and to meet the health information needs of the citizens of New Jersey. In keeping with this mission, the goal of the UMDNJ – University Libraries is to strive to provide for its authorized users:

- A. Access to library materials or the ability to recall them for users according to library policy;
- B. Journals, documents, and books that are complete and unmarked;
- C. Surroundings and library collections free from the problems caused by food, beverages, and other damaging substances; and,
- D. A library environment suitable for reading, study, and activities in support of campus research and instructional programs.

Certain behaviors, listed below, are in conflict with the stated mission and goals of the UMDNJ – University Libraries.

II. Use and Protection of the Collections

- A. Patrons may not remove or attempt to remove library materials, equipment, or property without proper checkout or other official library authorization.
- B. Patrons must renew or return library materials when due.
- C. Patrons may not conceal or sequester library materials in the Library for the exclusive use of an individual or group.
- D. Patrons must not mutilate library materials by marking, underlining, removing pages or portions of pages, removing binding, removing electronic theft detection devices, or in any other way damaging or defacing library materials.

- E. Eating and drinking in the Library are prohibited, with the exception of beverages in approved containers, which will be available for use from the Library.
- F. Smoking or use of smokeless tobacco products in the Library is strictly prohibited.
- G. Patrons must adhere to United States copyright laws. These laws prohibit systematically downloading, printing, copying, or disseminating content from UMDNJ print and licensed electronic resources in violation of copyright laws.

III. Use and Protection of the Building and Library Equipment, including Use of Computers and Internet Access

- A. Patrons may not enter or use unauthorized areas of the Library. Patrons must leave the Library upon closing or when requested to leave during emergency situations, drills, or because of failure to abide by the Library's Code of Conduct.
- B. Patrons may not open emergency exits, except in emergency situations.
- C. Patrons may not park wheeled vehicles, such as bicycles, mopeds, or motorcycles, in unauthorized areas outside the Library.
- D. Patrons may not vandalize or deface the Library building, furniture, or equipment.
- E. Patrons may not purposely access, alter, delete, damage, or destroy any computer system, network computer program, or data.
- F. Patrons may utilize the Library's computers only for appropriate purposes as previously stated in the University Libraries' mission. Patrons may not use any Library computer terminal to access materials of a sexually explicit nature unrelated to the mission.
- G. Restriction of a child's access to the Internet is the responsibility of the parent or guardian.
- H. Patrons may not participate in chat rooms; playing Internet games is prohibited.
- I. Downloading of third-party software is prohibited.
- J. Library computers may not be used for illegal, unauthorized, offensive, or commercial purposes.
- K. Use of e-mail at Library computers must be related to research or class assignments.

- L. Library computers serve as access points for databases and web sites that assist UMDNJ faculty, staff, and students in their research, patient care, and class assignments. These uses have priority over any other use by patrons.
- M. Patrons are limited to the use of one computer at a time.

IV. **The Library Environment and Operations**


- A. Patrons must be engaged in activities associated with the appropriate and permitted uses of the Library while in the building. Patrons not engaged in reading, studying, or the appropriate and permitted use of library materials will be required to leave the building.
- B. Patrons will respect the rights of other users and may not harass or annoy others through noisy or boisterous activities, by staring at another person with intent to annoy that person, by following another person about the building with the intent to annoy that person, by playing audio equipment so that others can hear it, by loud or lengthy conversation on portable or cellular phones, by singing or talking to others or oneself, or by engaging in any other behavior which may reasonably result in the disturbance of other persons.
- C. Patrons may not interfere with the use of the Library by other patrons or interfere with Library employees' performance of their duties.
- D. Patrons may not enter the building without a shirt, pants, skirts, dresses, and shoes or other footwear. Patrons whose body hygiene is so offensive as to constitute a nuisance to other persons shall be required to leave the building.
- E. Loitering or commercial solicitation inside the University Library is prohibited at all times.
- F. The Library is not responsible for personal belongings. Do not leave belongings unattended at any time.
- G. Patrons may not roller blade, skateboard, or skate on University Libraries' property at any time.
- H. Patrons may not carry weapons of any kind unless explicitly authorized by law.
- I. Patrons may not bring any animal into the Library other than guide/assistance animals.

- J. Patrons are requested to set cellular phones and pagers to vibrate mode. If that is not an option on the particular device, they are asked to use the lowest ringer or alert volume.
- K. Patrons are requested to leave the Library when conversing on a cellular telephone. The need for our users to be on-call is recognized; however, it is necessary to maintain an environment of relative quiet within the Library and avoid disturbing others.
- L. Unless associated with a UMDNJ sponsored program, children/minors under the age of eighteen are not permitted to enter the Library unless accompanied by an authorized user at all times. The University Library is not responsible for the safety and well being of unattended children.

V. Conclusion

Any patrons not abiding by these or other rules and regulations of the University Libraries shall be warned. If the patron persists in violating Library rules and regulations, the Library staff will contact the University Police. The patron will be escorted from the premises and told not to return. Library representatives will carefully document any situation in which a patron was asked to leave the Library.

In addition, any patron who violates these or other UMDNJ – University Libraries rules and regulations may be denied the privilege of access to the Library and be subject to criminal prosecution. Those who are UMDNJ students are also subject to penalties that may be imposed under the individual School's Student Codes of Conduct.



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