

LIBRARY USE POLICY

Approved by Administrative Council 5/13/19

Effective date 7/01/19

The University Library is a vital component of Roseman University of Health Sciences, offering an environment conducive to study, work, research and learning. All who share this space are expected to uphold standards of professional conduct and abide by university and library policies.

University students and employees and other persons affiliated with Roseman University may make use of the University Library during all hours of operation. Alumni may use the Library to study for board exams once the Library has been notified by their College Dean or Program Director that they have been granted extended building access privileges, or they have requested guest usage from the Director or Assistant Director. Non-affiliated persons wishing to view library materials in-house may make arrangements with the Library Director or Assistant Director (or designee) to become a guest of the Library. Use of the Library space by other persons is governed by Roseman University's Access Badge Policy and Student Guest Policy. Other University policies also apply.

Use of Library Materials

Current students and employees may check out library materials. Affiliated faculty, non-Roseman residents, or other affiliated persons may check out materials as approved by the Library Director or Assistant Director and the College Dean or Program Director or other administrator willing to accept financial responsibility for checked-out materials.

Access to Online Library Resources

Access to online resources is available on and off campus to all current students and employees via proxy authentication. Online access for other persons such as preceptors, affiliated persons, and walk-in users is determined by negotiated licensing agreements.

Food and Beverages

Food and beverages approved in the Roseman University Food and Beverage Policy are permitted in the Library. Library users are asked to clean up after themselves and put empty wrappers into supplied trash cans. Appropriate beverages are permitted in University approved containers. See the Roseman University Food and Beverage Policy for more information.

Noise Levels

While a certain amount of conversation for socializing and group study is anticipated, library users are expected to be courteous to others around them and keep noise to a reasonable level. Library users are asked to put phones on silent or vibrate when they enter the Library. Talking on cell phones is only permitted in designated areas and only to the extent it does not disturb other library users.

Disruptive Behavior

Behavior that disrupts the ability of others to use the Library effectively will not be tolerated. This includes, but is not limited to, unreasonable noise, causing others to feel uncomfortable or threatened, and inappropriately removing, defacing, marking, or abusing library materials, furniture or equipment.

Leaving on Time

All users of the Library are expected to leave promptly prior to closure of the Library. Library staff will give verbal reminders of the approaching closing time to the extent that workloads permit.

Accompanying Children

Library users who bring their child with them to the Library must abide by the Student Guest Policy and keep the child with them at all times. The child must sit quietly and not disturb other library users or the library user and the child may be asked to leave the Library immediately.

Use of Group Study/Meeting Rooms

Where group study/meeting rooms are provided, they are to be used in accordance with posted guidelines. When requested, individual users must yield the room to a group of three or more students. Individuals may not “save” unreserved rooms for later group use. Room reservation times will be posted on study room doors: previous occupants must vacate the room for new occupants prior to the start of the reserved time.

Unattended Personal Belongings

Any and all personal belongings left unattended in the Library are at the owner’s risk. Neither the Library nor the University will be responsible for unattended personal items. Unattended items left in study rooms for more than 15 minutes may be removed to the service desk area at the owner’s risk.

Consequences for Library Policy Violations

Students who fail to follow Library Use Policies face the following actions:

- 1st Offense: The student will be verbally reminded of the Library Policies and asked to modify his or her behavior. Depending on the situation, the student may be asked to leave the Library immediately and may also be prohibited from using the Library for the remainder of the business day. Failure to respond appropriately to requests to modify behavior and/or leave the Library as directed will be treated the same as a second offense. Serious offenses may be elevated to second or third offense status without waiting for a further offense.
- 2nd Offense: The student will be directed to leave the library immediately for the remainder of the business day. The Library Director/Assistant Library Director or designee will determine if an additional suspension of

library privileges for up to five (5) business days is warranted and, if so, will inform the student in writing to the student's Roseman email address within two (2) business days of the second offense. The email will outline the terms for the student's return to the library and warn the student that a third offense will be reported as a violation of the student's academic program student code of conduct. Students prohibited from using the Library are not exempt from completing assignments requiring library materials. Serious offenses may be elevated to third offense status without waiting for a further offense.

- 3rd Offense: The student will be directed to leave the Library immediately for the rest of the business day. The Library Director/Assistant Library Director or designee will determine if an additional suspension of library privileges for up to twenty (20) business days is warranted and, if so, will inform the student in writing to the student's Roseman email address within two (2) business days of the third offense. The email will outline the terms for the student's return to the library and notify the student that the offense will be reported as a violation of the student's academic program student code of conduct. The appropriate Academic Dean or Program Director will be copied on the student email for suspensions of privileges longer than five (5) business days. Students prohibited from using the Library are not exempt from completing assignments requiring library materials. The Library will also report third offenses to the designated administrator listed in the relevant academic program's student handbook as an allegation of a violation of the academic program's student code of conduct. The designated administrator will handle report of the misconduct like any other allegation of professional misconduct.

A non-student library user who fails to follow Library Use Policies will be verbally reminded of the library policies and asked to modify his or her behavior accordingly. Depending on the situation, non-student policy violators may be asked to leave the Library immediately, be reported to their university supervisor, and/or be prohibited from using the Library for either a limited period or permanently.

Decisions regarding library privilege suspensions may be appealed to the Director of Library Services and the decision of the Director shall be final.

Library staff members have the right to contact Security to escort any policy violator out of the Library as necessary.