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Library Public Policies

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Library Public Policies

Advertising Policy

*Paper flyers* may not be placed in restrooms or any other area of the Library. Contact information on flyers will be shared with Student Affairs for appropriate disciplinary action.

*Electronic flyers* advertising events sponsored by official Georgia Southern groups/units will be posted when space is available and time allows. To maximize visibility, flyers should be formatted as .jpg with an image size of 1920 w x 1080 h. Other sizes will not maximize the screen size. Electronic files may be sent to liboffice@georgiasouthern.edu. Paper flyers will not be accepted. Approved flyers will be posted by Library personnel.

Cell Phones

Cell phones should be set on vibrate in designated “quiet” areas.

Children in the Library

Children younger than 16 visiting the Library should be accompanied at all times by a parent.supervising adult (over 21) for their own safety and wellbeing. Parents/supervising adults are responsible for children's use of the Library. The Library's mission is to provide information resources and services to the Georgia Southern University academic community, and those resources are not necessarily appropriate for children. Children visiting the Library without a parent/supervising adult will be asked to leave if Library employees become aware they are interfering with the Library’s mission.

Computers

Computer Assistance

Computer assistance (e.g., color printing, software and hardware assistance) will not be available between 12 am and 8 am or when the 2nd Floor Help Desk is not staffed with trained Library personnel. Training is provided for faculty, staff, and students through workshops.

Computer Usage

The Library makes every effort to ensure that all have free and equal access. In keeping with its mission, members of the Georgia Southern University academic community take priority over other patrons. The Library follows Georgia Southern University’s Information Technology Appropriate Use Policy.

Downloading

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1 Approved by Library Faculty March 2, 2015,
Downloaded materials must adhere to [copyright law](#). Patrons may not copy or distribute material (text, images, programs, data, sound, etc.) without the explicit permission of the copyright holder.

**Hackers**

Library software and hardware are the property of Georgia Southern University. Any effort to alter existing software or hardware or to add to or delete existing software is an act of vandalism and is strictly forbidden. Violations will be reported to Public Safety.

**Printing**

Printing by students is administered by Information Technology Services and funded by Student Technology Fees. Printing on non-standard paper including colored paper, resume paper, labels, card stock, or transfers is not allowed by anyone. Community patrons pay for printing.

**Viewing of Offensive Materials**

As part of an assignment or for research some patrons may need to view material that others consider offensive. If another patron is offended by materials being viewed, that patron may wish to move to another computer, or report the matter to the nearest library employee if the material is disrupting the work of others.

**Confidentiality of Library Records**

The release of library records or the disclosure of patron information is prohibited. No one, including faculty members, will be told who has or did have specific materials checked out. Please help protect your and your friends' and colleagues' right to privacy by not asking for this kind of information.

**Copyright**

Any materials copied must adhere to [copyright law](#). Patrons may not copy or distribute material (text, images, programs, data, sound, etc.) without the explicit permission of the copyright holder.

**Disruptive Behavior**

If a patron observes an incident of harassment or offensive behavior, (s)he is asked to report the incident to the nearest service desk.

**Donation Boxes**

Donation boxes sponsored by official Georgia Southern groups/units must be approved by the Dean or the Associate Dean.

**Food and Drink**
Food and drink are permitted. However, open containers are not allowed near computer or other equipment.

**Gift Materials**

Gift materials are welcome. Please see the Library’s Collection Development Policy (http://digitalcommons.georgiasouthern.edu/cgi/viewcontent.cgi?article=1000&context=lib-collection-policy) for retention criteria.

**Lost/Damaged Book**

When a Library book is lost or damaged beyond reasonable repair, the Library will charge the patron a $15 processing fee plus $40 for the lost book. The processing fee is non-refundable.

**Quiet Floors**

The Carroll Building side of third floor and all of fourth floor are designated quiet areas. If quiet is not being respected, the problem may be reported to a service desk on second floor.

**Request for Reconsideration or Removal of Library Materials**

Anyone wishing to request the reconsideration or removal of library materials is welcome to contact any library faculty or staff member. A form to deal with any concerns about library resources will be provided. The form should be returned to the library Administrative Office or any library faculty or staff member. Appropriate library personnel will address concerns and contact the person submitting the form.

**Sleeping**

Sleeping is allowed on sofas, in chairs, or at desks or tables. No one is allowed to sleep on the floor or in a sleeping bag.

**Space Use**

**Classrooms**

Library classrooms are for Library/faculty instruction and CT2 activities on a first-come, first-served basis. Other use of classrooms by official Georgia Southern groups/units must be approved by the Department Head or Assistant Department Head of the Information Services Department. Anyone changing a classroom configuration is expected to restore it to its original configuration. Requests can be made online at 25Live or by calling the Information Desk at 912-478-5645.

**Exhibit Spaces**

Exhibits may deal with any topic judged to be of interest or educational value to the Georgia Southern community. Official university units requesting the use of exhibit
spaces must work closely with at least one member of the Library’s Exhibits Committee. **Exhibit spaces are scheduled through the Dean’s Office.**

**Graduate Study Rooms**

Graduate Study Rooms are available on a first come, first served basis on third and fourth floors. **Reservations may be made and keys are picked up at the Checkout Desk on second floor.** Groups of two or more take priority over individuals, and use of a room is limited to a maximum of four hours per session.

**Group Study Rooms**

During the beginning of each semester, Group Study Rooms are available on a first come, first served basis on first and third floors. Groups of two or more take priority over individuals, Georgia Southern students take priority over all other Library patrons, and use of a room is limited to a maximum of four hours per session. After midterm only groups may use the rooms from 5:00pm Sunday through Thursday. Problems should be reported to the Checkout Desk on second floor or to **(912) 478-5647.**

**Interactive Touchscreen Table**

The [Learning Commons’ Interactive Touchscreen Table](#) is intended for collaboration, group work and/or the rehearsal of presentations. For more information or to reserve the table, go [here](#). If you have questions about the use of this table, please contact the Help Desk at **912-478-5645 or learningcommons@georgiasouthern.edu.**

**Presentation Practice Room**

[The Learning Commons’ Presentation Room](#) is intended for the rehearsal of presentations. For more information or to reserve the room go [here](#). If there are questions please contact someone at the Help Desk or learningcommons@georgiasouthern.edu.