

## **Purpose**

Scribner Library serves all members of the Skidmore community of every major, discipline, subject, matriculation level, and employment category. Additionally, we welcome members of the greater community to use our facilities and become member patrons. In order for us to meet the needs of our patrons, we must require every user of the library's services to adhere to this Code of Conduct, which is supplementary to the policies of Skidmore College.

This Code is established to:

- Protect the rights and privacy of patrons using our facilities, materials, and services;
- Protect the rights of library staff and faculty to conduct business without interference;
- Protect the integrity of the library's collections, materials, and facilities;
- Ensure the safety of everyone in the library.

## **Prohibited behavior**

In order to maintain library operations and protect the safety and well-being of patrons, employees, and guests, patrons will refrain from the following in the library or in communications with library personnel:

- Harassing, abusing, intimidating, threatening, or physically harming others;
- Blocking access to or interfering with others' use of the library's services and facilities;
- Defacing or damaging library property or removing library property from the premises without express permission;
- Interfering with or disrupting equipment or computers;
- Bringing animals other than service animals properly marked with a working vest or those which are part of a library program;
- Obstructing passageways or otherwise blocking access to any part of the library;
- Entering non-public areas of the library;
- Smoking, vaping, or consuming drugs or alcohol;
- Going without shirt or shoes;
- Solicitation, distributing literature, or affixing material to library surfaces (posters may be hung on the bulletin boards in the vestibule or in bathrooms on tile or metal surfaces according to Skidmore College's poster policy);
- Leaving children unattended.

## **Food and drink**

Drinks in closed containers with lids or caps are permitted in the library. Food is permitted but should not be consumed near computer equipment or library materials. Please ensure that all spaces are cleaned after consuming food or drink in them. Any spills or mess should be reported to the Circulation desk so that we may contact Facilities for cleaning.

**Personal property**

Neither Scribner Library nor Skidmore College is responsible for personal property brought into the library. Patrons are responsible for their property. Please do not leave items unattended. Please do not bring potentially dangerous items into the library. Per Skidmore's Code of Social Conduct, possession, use, or distribution of weapons or dangerous items is strictly prohibited.

**Use of equipment and materials**

Library equipment and materials are a community resource and should be used appropriately. Use of materials and equipment in such a manner as to cause loss or damage beyond ordinary wear may result in the patron being charged for repair or replacement. Library equipment must be used lawfully and according to applicable library and college policies.