University Policy on Appropriate Conduct in Libraries
Preamble

The AUB Libraries exist to provide an environment for intellectual and academic pursuits. All patrons of the AUB Libraries are entitled to conduct study, research, reading and other intellectual activities without undue disturbance and distraction from other users.

Policies for appropriate library conduct aim to safeguard the sanctity of the library environment by encouraging mutual respect for the rights of other users and library staff. For example, a certain level of conversational noise might constitute "disruption" within the confines of a library, and certain handling of library materials might cause "destruction of property", both of which are prohibited by the Student Code of Conduct and subject to disciplinary action.

The librarian in charge of the department, section or room where any violation occurs has the prerogative to stop or report violator(s) of the rules listed below under "Prohibited Behavior", following the guidelines listed below under "Action and Reporting".
Prohibited Behavior

This policy expressly prohibits two broad categories of behavior:

b. Property Abuse
Including but not limited to

i. Stealing or removing materials from the library without checking them out, or concealing them from other users for personal gain or amusement.

ii. Damaging library books and journals, by removing pages or portions of pages, marking, highlighting, or underlining text, folding pages or bindings, or removing electronic inserts.

iii. Rendering unusable by any deliberate action audio-visual, magnetic, optical or other information storage media.

iv. Vandalizing, defacing, or writing on library walls, furniture or equipment.

c. Disruptive Behavior
Including but not limited to the following:

i. Engaging in excessively loud conversation, as defined by the library staff in charge of any specific area of the library. Areas designated for group study are allowed a higher level of conversational noise provided the doors separating these areas from the rest of the library are closed.
iv. Using headphones, computers, cell phones, pagers, or any other electronic device at a setting that is disruptively audible to users engaged in research, reading or study.

v. Eating or drinking, except in designated areas in accordance with the policies of individual library branches.

vi. Unauthorized entry into restricted areas of the library, or remaining in the library after closing time.

Action and Reporting
The librarian or staff in charge of the department, section or room where any violation occurs is authorized to respond to infractions of the rules above, or of other Code of Conduct violations that occur within a library such as smoking, harassment, lewd behavior or littering, as follows:

1. In the case of transient disruptions such as noise-making, at least one courteous verbal warning to cease the offending behavior is issued.

2. Violators unable or unwilling to comply with a verbal warning may be requested to leave the library.

3. In case of non-response to a request to cease or leave, or in case of a violation with long-term effects, the librarian in charge must document the name of the violator in a log book listing the date, location and nature of violation.
4. If the name is not provided, or the nature of the violation requires physical proof (e.g. harassment, vandalism) a library-owned, manually operated, non-concealed digital device may be used to capture an audio and video record.

5. For severe infractions, the documentation is referred to the Dean of Student Affairs, via the University or Medical Librarian, for disciplinary action as detailed in Chapter II of the “Student Code of Conduct.”

6. In cases requiring immediate response beyond the abilities of the librarian in charge, the Protection Office is asked to escort defiant violators out of the library and to follow Protection Office procedures to note names and ID numbers for reporting to the Dean of Student Affairs for disciplinary action.

7. In the case of abuses discovered after the fact, such as book damage, and depending on the severity of the infraction, the University or Medical Librarian may apply internal sanctions such as fines or borrowing restrictions, or may refer the violator to the Dean of Student Affairs for further disciplinary actions as detailed in Chapter II of the “Student Code of Conduct.”
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