



UCSD Libraries Use and Conduct Code

The UCSD Libraries seek to provide all users with:

- A welcoming, comfortable, and safe environment that promotes intellectual exploration and learning
- Access to well managed and diverse collections of library resources
- Knowledgeable and helpful staff

Ensuring a pleasant and productive environment for study and research for all users requires that each user of the Libraries follow the UCSD Libraries' Use and Conduct Code and refrain from specific abuses/offenses.

The UCSD Libraries maintain a neutral environment appropriate for intellectual inquiry. The campus has designated certain areas as free speech areas and "grounds open to the public generally." Individuals wishing to exercise their free speech rights may use those designated areas. The entryway and immediate perimeter of each library are for pedestrian transit only. The UCSD campus policy may be found online at <http://adminrecords.ucsd.edu/ppm/docs/510-1.9.HTML>.

The UCSD Libraries Use and Conduct Code is published for the benefit of all users of the UCSD Libraries and is applicable to all. This Policy is enforceable by all members of the Libraries staff and violations will be reported and pursued to the full extent of the law. Use of the UCSD Libraries is a privilege, not a right.

UCSD students are expected to comply with this policy as well as all other campus and University student related policies, which may be found online at <http://ugr8.ucsd.edu/judicial/JudicialAffairs.htm>.

Rules of Use and Conduct:

1. Users may not engage in disruptive activity or in any behavior that interferes with the ordinary use and operation of the Libraries.
2. Users may not interfere with an employee's performance of his/her duties. Such behavior includes but is not limited to verbal abuse, intimidation, sexual harassment, or harassment on account of race, religion, ethnic background, gender, or sexual orientation.
3. The Libraries' facilities may be used only for ordinary library activities and activities sponsored by the Libraries. Certain facilities may be used for curriculum-related group activities, such as performances, exhibits, and meetings, provided authorized Library staff have approved of such uses in advance.
4. Use of the Libraries as a filming location must be approved in advance by authorized Library staff. Any use of the names, marks, logos or trademarks of the University of California, UCSD or abbreviations thereof is governed by UC policy and California and Federal law.
5. Users are required to leave the Libraries at closing, during emergency situations and evacuations, and whenever requested to leave by Library staff or public safety personnel
6. Users may not enter unauthorized areas of the Libraries at any time, or enter or remain in any Library facility during times when that facility is closed to the public.
7. The UCSD Libraries' food and drink policy permits the bringing in and consumption of beverages from containers with lids and individual size snack food items, except in designated areas. No other food and beverages are permitted in the Libraries. The full food and drink policy may be found online at <http://libraries.ucsd.edu/services/foodanddrink.html>.
8. Smoking, or the use of any other form of tobacco, is not permitted in Library buildings or in designated nonsmoking areas outside of library entrances.
9. Vending, peddling, and/or solicitation of merchandise or services, including but not limited to begging or panhandling, distributing pamphlets, petitions, or other materials, and/or conducting unauthorized surveys, are prohibited within public areas of Library buildings.
10. Bicycling, rollerblading, skateboarding and skating are not permitted in or on Library buildings. Wheeled vehicles other than strollers and those used by persons with disabilities are not permitted in the Libraries unless they can be carried as personal property. Bicycles, motorized carts and other large wheeled

vehicles must be parked in authorized areas and not at library entrances.

11. Animals are not permitted in Libraries buildings, with the exception of animals trained or being trained to assist persons with disabilities.
12. Unauthorized firearms or other weapons, fireworks, explosives, or other dangerous devices or substances are not permitted in the Libraries.
13. Users may not vandalize, deface, damage, or destroy Libraries buildings, furniture, or equipment.
14. Library materials, equipment, or property may not be taken from the Libraries without proper checkout or authorization. Library materials must be returned on or before the expiration of the loan period or upon request by the Libraries. Library materials may not be concealed in the Libraries for the exclusive use of individuals or groups.
15. All users must handle library materials such that they are not mutilated, defaced, or damaged in any way. This includes but is not limited to marking, underlining, or writing on pages; folding or removing pages or portions of pages; removing or damaging binding; removing electronic theft devices or labels; or applying sticky notes, paper clips, or other damaging materials.
16. Users may not maliciously access, alter, damage, or destroy any computer system, network, program, or data.
17. Users must follow all posted restrictions and guidelines on the use of equipment and electronic resources. Licensed databases and online services are for the use of UCSD faculty, staff, students, and on-site users only, and use is regulated by the terms and conditions of UCSD's agreements with the vendors and publishers of these electronic resources. In most cases the information contained therein may not be systematically downloaded or duplicated, transferred, sold, or otherwise commercially exploited. Detailed terms and conditions governing use of specific electronic resources available through the UCSD Libraries may be found at <http://libraries.ucsd.edu/services/conditions.html>.
18. Users must observe applicable intellectual property laws, including the United States Copyright Laws.
19. Users are responsible for their personal property at all times, and should never leave personal belongings unattended. The Libraries are not liable for loss or damage to personal property.

Misuse of the Libraries shows disrespect for the institution and disregard for the rights of members of the University and surrounding community. Any person who violates this Use and Conduct Code, whether a member of the University community or not, may be asked to leave the Library facility in which the conduct occurred, and may be refused future access to any UCSD Libraries facility. Such persons may be subject to the sanctions of suspension, prosecution, forfeiture, warning, and restitution, as well as criminal penalties and civil fines, and may be accountable to civil authorities (city, state, or federal) and the University. The UCSD Libraries' Use and Conduct Code supplements the UCSD Student Conduct Code and other University policies.

Special Note on Children's Use of the Library and Electronic Resources

The UCSD Libraries are open to the public more than 5,000 hours per year and are visited by over 2.5 million people every year. Since the Libraries' collections are developed for the support of UCSD faculty, students, and staff, few juvenile materials will be found here. Moreover, the Libraries support open access to the Internet, where materials that may not be appropriate for young children can be found. Children should be accompanied at all times for their safety and well being by a parent or adult. Children should never be left unsupervised. Parents, not the Libraries, are responsible for children's use of the Libraries including access to electronic resources.

The UCSD Libraries Use and Conduct Code may be found online at <http://libraries.ucsd.edu/services/conduct.html>

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