

Building Use Policies

The United Library wishes for all patrons to feel welcomed and comfortable in the library spaces. Please treat our library and its resources, as well as your fellow patrons, with respect and kindness and “do unto others as you would have others do unto you.”

1. Food and Drink

Food and drinks may be consumed in the library. Please dispose of containers in the proper receptacles and wipe up any spills immediately. Drinks should be in covered containers. Food and drink should not be taken into the stacks and should be kept away from library books. Please be responsible and respectful of others and use common sense around library materials and the library spaces.

2. Alcoholic Beverages

Consumption of and possession of alcoholic beverages is prohibited in The United Library.

3. Noise and Disorderly Conduct

Noise should be kept to a minimum, and quiet must be maintained in the Methodist Room at all times. Excessively loud conversations, and harassment of other library patrons or library staff is prohibited.

4. Cell Phones and Electronic Devices

Cell phones may be used in non-quiet areas of the library, provided their use does not disturb other patrons. MP3 players, radios, CD players, computers, games, and the like may be used with headphones, and the sound must be kept low enough so as not to disturb other patrons. Please use discretion and be mindful of other patrons while using phones and electronic devices.

5. Bicycles, Skates, Skateboards, and Scooters

Bicycles are prohibited in the library. Skates, skateboards, and scooters may be carried into the library and are not to be used in the library building.

6. Animals

Only trained service animals are allowed in the library.

7. Smoking

Smoking is prohibited in the library building.

8. Room use

Requests to reserve space in the library, such as the Purple Room or the Ott Lounge, should be emailed to united.library@garrett.edu or made in person at the circulation desk to the Circulation, Interlibrary Loan, and Public Services Librarian.

9. Photography

Arrangements must be made in advance with the Library Director for any photo or video shoots in the library building.

10. Solicitation

Soliciting for donations, or sale of items, or approaching patrons for the purpose of obtaining signatures on petitions is not allowed.

11. Harassment

Sexual harassment is against the law and any patron who is harassing other patrons or library staff will be asked to leave the library and reported to police.

12. Vandalism/Destruction of Library Property

Graffiti, destruction of furniture, books, magazines/periodicals, etc., are considered destruction of Seminary property and all incidents of this nature will be reported to police.

13. Theft

It is against the law to steal library materials including books, CDs, DVDs, and furnishings. All incidents of theft will be reported to police.

14. Other Policies

All other policies of Garrett-Evangelical Theological Seminary, including those not listed here, are enforced. The violation of any of these policies will be dealt with through administrative channels, and the right to use the library may be revoked.