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.

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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.