

Title: Entrance Policy –Keith & Shirley Campbell Library

Revision: 11/6/18.

PURPOSE

Rowan University is committed to protecting library users' rights to access to resources in a safe and quiet environment.

ACCOUNTABILITY

The Rowan University Libraries' faculty, staff (including student staff) and administrators are responsible for maintaining the physical plant as well as a safe and supportive academic environment.

DEFINITIONS

Guest User Anyone who is not a currently enrolled student, faculty member, or employee of Rowan University is a guest user. **Disruptive Behavior** Disruptive behavior includes verbal abuse, continued loud talking (including while using cell phone), loud music, shouting, running, or any other activity that might disturb the concentration of others.

POLICY

We encourage the pursuit of all scholarly endeavors. However, activities that inhibit the ability to others to work in a safe and supportive environment are not acceptable and may result in restricted access to the Library and its resources.

SERVICE ANIMALS

Only registered service animals are permitted in any of the Rowan University Libraries in compliance with the University's Service Animals Policy/Guidelines.

- Students can contact the Academic Success Center and Disability Resources Center at woodruff@rowan.edu, or (856) 256-4234 for information and assistance.
- Employees can view these policies at https://sites.rowan.edu/equity/docs/policies/service_animal_policy_000.pdf and may contact the Office for Equity and Diversity, at (856) 256-5440 for information and assistance.

PROCEDURES GUEST USERS

Anyone who is not a currently enrolled student, faculty member, or employee of Rowan University is a guest user, and may have access to the building only during regular business hours. As a Federal Depository Library, we make Government publications received through the depository program available for the free use of the general public during the regular hours. If computers in library reference rooms 218 and 219 are free (not in use by Rowan students, faculty, or staff), guests may ask to be logged on as a guest by the Reference Librarian. Printing services are not available to guests. Borrowing privileges and Interlibrary Loan services are not available for guests. For borrowing policies, see <http://www.lib.rowan.edu/about/accessservices>

ROWAN COLLEGE AT GLOUCESTER COUNTY / BURLINGTON COUNTY

Rowan Choice students now have access to the services and resources they need at Keith & Shirley Campbell Library. The only exception is that these students are not able to borrow computer equipment. These students have been issued both an RCGC card and a Rowan University card. RCGC students not enrolled in Rowan Choice must have validation stickers on their RCGC cards that verify that they are currently enrolled at RCGC. This grants them access to Keith & Shirley Campbell Library along with the general public.

VALE, TCLC, and PALCI PARTNERS

VALE-NJ Faculty, staff, and graduate students from New Jersey institutions in good standing at their home library qualify for onsite borrowing privileges at other participating New Jersey libraries. Visit www.valenj.org for further information.

Tri-State College Library Cooperative (TCLC) Students/affiliates from TCLC Member Institutions qualify for onsite borrowing privileges from other TCLC libraries. Visit <http://www.tclclibs.org/members> for further information.

Pennsylvania Academic Library Consortium, Inc. (PALCI) Students/affiliates from PALCI Member Institutions qualify for onsite borrowing privileges from other PALCI libraries. Visit <http://www.palci.org/on-site-borrowing/> for further information.

ALUMNI AND RETIREES

Alumni and retirees are permitted to borrow books and other circulating library materials using a Rowan University alumni card. Database access is restricted to on-campus use. To obtain an alumni card, please contact the Alumni Office:

CHILDREN IN THE LIBRARY

Parents or adult guardians who bring young children to the library are responsible for their protection and safety and must never leave children unattended. Children cannot be monitored and supervised by the library staff; therefore the safety of unattended children cannot be guaranteed. It is against university policy for faculty, staff or students to log onto the campus network with a user name and password for the use of others, including children.

CODE OF CONDUCT

We encourage the pursuit of all scholarly endeavors. However, activities that inhibit the ability to others to work in a safe and supportive environment are not acceptable and may result in restricted access to the Library and its resources. Academic work in the library is the priority. Mutilation and/or theft of library materials are serious offenses. Personal belongings should not be left unattended. The library will not be responsible for any loss or damages of personal belongings. Books and other materials left unattended may be removed by library personnel and taken to the Circulation Desk. The library has a security system to safeguard library materials. If the alarm sounds, return to the Circulation Desk.

DISRUPTIVE BEHAVIOR

Anyone engaging in disruptive behavior may be asked to leave. Disruptive behavior includes verbal abuse, continued loud talking (including while using cell phone), loud music, shouting, running, or any other activity that might disturb the concentration of others.

EMERGENCY EVACUATION OF THE LIBRARY

The sounding of the fire alarms is always treated as an emergency. All library staff and users are expected to leave the building as quickly as possible. Immediately leave the building using the stairs. DO NOT use the elevators. In addition to the front doors, you may exit the building by using any emergency exit.