

Health Sciences Library
University of Tennessee Health Science Center

Patron Policies

The mission of the Health Sciences Library is to provide an environment conducive to student learning and the biomedical information resources necessary for teaching, research, service, and patient care and to support efforts to improve the health of Tennesseans.

The Health Sciences Library is committed to maintaining a quiet and safe environment conducive to research and study. To meet this end, all library patrons are expected to conduct themselves in a responsible manner. Disciplinary action for violating library policy shall be governed by the applicable provisions of the student policies; the Faculty Handbook; UT Personnel Policy manuals; local, state, and federal laws; and library policies.

Access to the Health Sciences Library

As part of a public university, the Health Sciences Library is open to university affiliates, area healthcare professionals, and the general public interested in conducting health related research. However, UT faculty, students, and staff have priority use for library resources, including computers, study space, and assistance from librarians.

UTHSC faculty, staff, residents and students must use their UT ID badge to access the library.

Non-UT patrons are asked to make an appointment between 8 am and 5 pm, Monday – Friday, [excluding days the university is closed](#). Either email the library at library@uthsc.edu or call 901-448-5634 and provide the purpose for your visit so appropriate personnel are available to assist. Upon arrival use the call button at the 2nd floor entrance. For security reasons, a photo ID (driver's license preferred) for all non-UT patrons must be retained at the Information Desk. The ID will be returned to the patron when leaving the library. Please note parking is not available [immediately adjacent to 877 Madison](#).

Computer Use

Computer and printer use must be related to healthcare, research, education, and health science information. Patrons using computers for other purposes (e.g., social media, watching videos) may be asked to leave the library. Public workstation computers cannot be reserved by anyone.

Disruptive Behavior

The Health Sciences Library does not permit any behavior that is incompatible with use of the library by its patrons or staff. Examples of disruptive behaviors include, but are not limited to,

- Creating excessive noise or using audible players (e.g., MP3) or other sound generating devices.
- Any hostile or rowdy behavior including, but not limited to, horseplay, fighting, threatening and intimidating behavior, or abuse of library staff or patrons with words or actions.
- Harassment of patrons or staff, including sexual harassment.
- Overt signs of drunkenness or other substance abuse.
- Bringing bedding or excessive amounts of personal property into the library.

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- Overt sexual behavior.
- Bringing weapons into the library (other than law enforcement officials with appropriate identification).
- Entering areas of the library marked “Staff Only” without permission.
- Posing a sanitary or health risk to others, including but not limited to offensive hygiene or the absence of shirts and/or shoes while in the building.
- Using the restrooms for purposes other than those for which they were intended, including, but not limited to, bathing.

Cell Phones and Other Electronic Devices

Out of courtesy and consideration for other patrons, please silence all cellular phones and pagers while in the library. Only quiet, brief cell phone conversations should be held inside the library away from public areas. Longer or louder conversations should be held outside or in the library foyer.

Children’s Use of the Library

Because of the content of resources in the Health Sciences Library, the library is not an appropriate place for unattended children. The library is not responsible for the safety of unattended children.

Children under the age of 12 must be in the immediate vicinity of, and in visual contact with, a parent/caregiver age 18 or over. Campus Police may be contacted if a responsible adult is not present.

At the discretion of library staff, unattended individual minors aged 12-17 may be permitted to remain if they are using the library for research and are behaving in an appropriate manner.

Any person (including children accompanied by adults) behaving in an unacceptable manner (see Disruptive Behavior) will be asked to leave the library.

Groups of children under the age of 18 (including university-sponsored summer groups) must

- Have at least one adult chaperone per 15 children.
- Be actively assisted with research by their chaperones.
- Be supervised by at least one chaperone on each floor of the library where children are working.
- Comply with all library policies and procedures.
- Request assistance for instruction sessions with the Research and Learning Services.

Food and Drink

Food should be consumed only in the designated student eating area (student break room) on the third floor of the library. Room 371 has been designated as a student lounge, where food and beverages may be consumed and equipment is available for heating food. Access is

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restricted to UTHSC students. In all other parts of the library, please keep food contained within book bags, briefcases, etc. Beverages are allowed in spill-proof containers.

Absolutely no consumption of food or beverages is permitted while using any library computer, the scanner, or other equipment. Food and beverages may be confiscated by library staff or Campus Police.

Please dispose of all litter in appropriate containers.

Non-UT patrons are referred to use the basement vending machine.

Alcohol and Tobacco

In compliance with university policy, the use of alcohol and [tobacco products](#) is not permitted anywhere on campus.

Unattended Personal Items

- Do not leave personal belongings unattended.
- Library users are responsible for their belongings at all times.
- Unattended backpacks (and/or other belongings) are not to be used to reserve study rooms, computer workstations, or other study spaces.
- Students finding unattended backpacks, etc. in study rooms, computer workstations, or other study spaces for the purpose of reserving space should report such instances to Library staff. During staffed hours, Library staff will relocate items to the Information Desk lost and found drawer. Library staff will leave a note stating belongings can be retrieved the Information Desk.
- Library staff will notify Campus Police of any suspicious unattended backpacks (and/or other belongings).

Lost and Found

Items can be turned in or claimed at the Information Desk.

Animals

Animals are not permitted in the library except for properly identified assistance animals.

Library Conference Room

The Library Conference Room (230) is restricted for library staff-related purposes; other use of the conference room must be approved by library administration.

Power Outlets

Devices needing electrical supply can be used only at designated outlets. Power cords must not be strung across walkways.

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Posting Signage by Nonlibrary Groups

A bulletin board for UTHSC community is located in the 3rd floor student break room. Any UTHSC patron may post materials to this board:

- Materials advertising an event will be removed following the date of the event
- Materials that are not dated are subject to removal each Monday
- Materials may be removed at any time at the discretion of library staff

All other library bulletin boards are for library news and official library postings. Only library staff may post materials to these boards.

Inclement Weather/Emergency Closing Policy

The health sciences library will remain accessible 24/7 with UTHSC ID card in case of [*Administrative Closing or Inclement Weather*](#) or other emergency. Please contact the library at 448-5634 or visit the library homepage <http://library.uthsc.edu> for information.

For notice of official university closings, call UT at 448-8423 or <http://www.uthsc.edu>. In general, the library uses the following guidelines:

If UTHSC is officially closed, the library will not be staffed.

- If UTHSC's opening is officially delayed, the library staff will be on duty at the same time as the university.
- If UTHSC officially closes early, the library will not be staffed at the same time as the university.