

Patron Policies

The mission of the Health Sciences Library and Biocommunications Center 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 and the general public. However, UT faculty, students, and staff have priority use for library resources, including computers, study space, and assistance from librarians.

UTHSC faculty, staff, and students must use their UT ID badge to access the library. All others must use the buzzer at the entrance. For security reasons, a photo ID for all non-UT patrons must be shown to the staff at the Circulation Desk. The ID will be scanned and placed in a notebook at the Circulation Desk. In addition, non-UT patrons must sign in at the Circulation Desk.

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., chat rooms, 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

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- 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
- 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 and unfiltered access to the Internet, 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

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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 library Instructional 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 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 with resealable lids.

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

Please dispose of all litter in appropriate containers.

Alcohol and Tobacco

In compliance with university policy, the use of alcohol and tobacco products is not permitted in the library or restrooms.

Unattended Personal Items

The library is not responsible for unattended personal items, which may be subject to removal, search, and/or confiscation by UTHSC Campus Police. Personal items removed may be retrieved at the Circulation Desk.

Lost and Found

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

Animals

Animals are not permitted in the library except for properly identified

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assistance animals.

Library Conference Room

The Library Conference Room 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.

Posting Signage by Nonlibrary Groups

A public bulletin board is located in the foyer outside the library's main entrance. Any library 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 will be removed 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

In case of inclement weather [link to UTHSC Human Resources Manual Personnel Procedure #320: *Administrative Closing and Inclement Weather*: http://www.utmem.edu/policies/w932_document_show.php?p=3D421] or other emergency, please contact the Circulation Desk at 448-5694 or the library web page for library hours. For notice of official university closings, call UT at 448-8423. In general, the library uses the following guidelines:

- If UTHSC is officially closed, the library will be closed.
- If UTHSC's opening is officially delayed, the library will open at the same time as the university.
- If UTHSC officially closes early, the library will close at the same time as the university.
- For special situations, library hours will be determined by the library director.

Media Lab Use

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The Media Lab can be accessed during library hours for UT students, faculty, and staff. Special permission may be granted for a visitor (e.g., visiting student or educator from another institution) who has a legitimate reason for using the lab: healthcare, educational, or biomedical research. The Media Lab is restricted via card reader access.