

Library Decorum

The Library Decorum policy ensures that users will experience a comfortable, quiet and enjoyable environment to study and research. All users will be informed of this policy as deemed necessary by the staff.

No cell phones use---all users must silence or turn off their cell phones while in the library. No cell phone conversations are permitted in the library. The designated area for cell use when talking is necessary is the library Atrium.

No food or drinks in the Library ---this does not include beverages in spill proof containers such as coffee, soft drinks, small pieces candy, and other small snacks. Bottled water is permitted. Anyone needing to eat meals or drink from fountain drink containers while studying may do so in the Atrium or 24-hour study room. Visitors are expected to dispose of food and beverage container in the provided trash receptacles.

Proper attire---Footwear must be worn at all times for health and safety reasons. Attire must conform to a standard of decency as described in the university Dress Code.

Quiet Study Atmosphere--- Any noise or activity that disturbs the concentration of others is considered inappropriate and considered grounds for being asked to exit the building if not ceased.

Unattended Personal Items---The library is not responsible and assumes no liability for any lost, stolen or damaged personal items left unattended in the library. Any personal items remaining in the library after closing hours, (this includes computers, all electronic devices and books), will be taken to lost and found at the Circulation Desk. Wallets, purses and cell phones will be taken to the Library Administration office.

Personal computers---Personal laptops and iPads are allowed although the library provides a limited number of computer workstations for public use. These computers are installed with Windows 10 and MS Office software. Wireless Internet access is available to those students who have currently enrolled and to the general public. The library does not have wireless printing.

Unaccepted and Illegal Behavior---Any behavior that unsettles or disturbs the operation of the library, anyone's ability to study, or use of resources in the library is not tolerated. Anyone who creates a disturbance, poses a safety threat, or refuses to abide by the library policies may be asked to leave by the library staff.

Anyone who fails or refuses to comply with requests made by a library staff member or building security staff will be reported to Campus Police and/or college administrator.

Examples of unacceptable behaviors are:

- Removing library books or property without authorization from library staff.
- Blatant disrespect for library staff and others.
- Destroying library property, especially written material, by marking, underlining, highlighting, ripping or tearing pages, removing pages or portions of pages, removing binding, removing or altering bar codes, or in any other way damaging or defacing library materials.
- Damaging library furniture or equipment.
- Concealing library books in the library for the exclusive use of an individual or group.
- Disregarding or violating copyright laws.
- Accessing inappropriate websites deemed obscene and indecent.
- Intentionally downloading viruses and malignant programs onto library computers.
- Entering restricted areas of the library.
- Inappropriate displays of affection.
- Smoking, possession or use of alcohol or illegal drugs; intentional damage or stealing of library property or personal property; inappropriate Internet use to access pornography. Any physical or verbal threats against library staff or patrons.
- Failure or refusal to comply with requests made by the library staff. All code of conduct rules for the library apply to the ATM.

Library Services

The Library provides the following services to students, faculty and staff of Hampton University

- Information and reference/research assistance for individuals and groups
- Library research instruction (Information Literacy)
- Useful, dynamic library website that provides 24/7 access to sources and services
- Remote access to research databases
- Online and remote access to the library catalog
- Computers and wireless access
- Photocopying, printing & scanning
- Regularly updated website
- Group and Individual Study Rooms
- 24-hour Study Room