**Code of Conduct Policy for Library Users**

The library staff is dedicated to meeting the study and research needs of the Wilkes faculty, students, and campus community. Anyone who respects the library is welcome to use the collection, ideally for research purposes. To ensure that the Library is a comfortable and productive environment for all users, the following rules have been established.

**Cell Phones**
Cell phones are permitted in Farley library as long as they are not disruptive to others. If you bring a cell phone into the library, please set the ringer on your phone to a non-audible signal. If you receive a call, or need to make one, please move to a stairwell or go outside the library.

**Copy Machines**
Copy machines are available on the first floor in Farley library. They are coin operated.
- Print black and white: 10 cents a page
- Print Color: 25 cents a page
- Microfilm/fiche: 10 cents a page

**Computers**
Library computers are available to users on a first-come, first-served basis. Users conducting research are given first priority, so personal e-mail and other non-academic online activities must be kept to a minimum. Users are expected to abide by the University’s Acceptable Use Policy for information technology resources.

**Disruptive Behavior**
Farley library requires the cooperation of all users to ensure a safe and productive environment for study and research. Any behavior that is inappropriate or disruptive is prohibited in the library. This includes loitering, disruptive noises or activity, threatening or harassing behavior, and running or the use of roller blades or skateboards. Violation of these rules will result in removal from the library, and the possible suspension of library privileges.

**Food /Beverages and Smoking/Tobacco Use**
Food and beverages with covered containers are permitted in the library.

If there are spills, users should clean up their own spills by getting paper towels from a nearby restroom. Please report the spill to the circulation desk, or nearest staff member. Make sure to throw out your garbage before leaving the library. Food may not be prepared on library premises by bringing in appliances for cooking, heating, etc.

Alcoholic beverages are not permitted in the library.

Smoking and/or use of other tobacco products is not permitted in the library.
**Non-service Animals**
The only animals allowed into the library are service animals. Other pets and animals are strictly prohibited.

**Personal Possessions**
Do not leave personal belongings unattended. Farley Library is not responsible for any lost or stolen items. Any items left found unattended will be kept at the circulation desk until the end of the business day, when they will be turned over to the Safety and Security Office. Thefts are to be reported to the Safety and Security office. (ext. 2349)

**Printing**
Students will be allotted a quota of 500 pages at the start of the Fall, Spring or Summer semesters. Students will be allotted an extra 50 pages to allow for misprints. Students who exceed 550 pages at the end of the Fall, Spring or Summer semesters will have a $0.10 per page charge placed on their student account. Quotas do not roll over into the next academic period. Color printing is available for $0.25 a page.

**GreenPrint Policy**

**Quiet Study Area**
The second and third floors are designated “quiet study” areas. On these floors occasional low conversations are permitted. Disruptive conversations, audio equipment without headphones, and any other activities that disrupt users on these floors are not permitted.

**Refunds**
The library cannot issue refunds for printing errors or for vending machines in the library. For printing errors (e.g. poor quality, low toner, pages did not print), report to the Help Desk. (ext 4357) Issues with vending machines located in the library can be reported to the Safety and Security office. (ext. 2349)

**Theft/Mutilation**
Theft and/or mutilation of library materials is a serious offense and will be reported to Student Affairs. Offenders will be subject to disciplinary action by the University and library privileges will be suspended.

**Visitors**
While the library primarily supports the study and research needs of the Wilkes community, visitors who abide by the library’s code of conduct are welcome to visit and perform research, read, or study in Farley Library. All computers require a Wilkes user id and password. Visitors who need to conduct research may see a reference librarian about getting a temporary guest logon. This is subject to availability, as Wilkes users will be given first priority to computers.