

POLICY TITLE: Forsyth Library Building Use Policy

POLICY PURPOSE: This policy describes the acceptable use of and behavior in Forsyth Library.

BACKGROUND: Within Forsyth Library, we deliver an environment where research, learning, and instruction are our primary service for Fort Hays State University (FHSU) students, faculty and staff. All library users are expected to be courteous and to respect others when in the library.

APPLIES TO: Any person in Forsyth Library regardless of affiliation with FHSU.

POLICY STATEMENT: **Animals:** Animals are not allowed in Forsyth Library. Any animal found must be removed by the owner. Guide or service dogs as deemed necessary by ADA are exempt from this policy

Behavior:

In addition to University policy, the following unacceptable behaviors in Forsyth Library include but are not limited to:

- Any act or behavior that is deemed harassing, threatening, or abusive by the recipient. Includes but not limited to speaking loudly, making threatening body motions, or using offensive language
- Deliberate misuse or damage of library resources and furniture
- Behavior that poses health risks or sanitary issues
- Not leaving the library in a timely manner at closing or emergency evacuations
- Failing to follow quiet zone expectations
- Creating excessive noise that is disruptive to the library patrons
- Posting any signs without permission
- Engaging in overt sexual or indecent behavior

Food and Drink:

Food and drink are permissible in the library with exceptions in certain areas. No food or drink is allowed in the University Archives, Special Collections, Ethnic Studies Room, or Harsh Room. Only covered drinks are allowed in the Computer Lab.

In compliance with University policy, no alcoholic beverages or smoking/vaping are allowed in the library.

Room Reservations:

Room reservations are strictly for faculty, staff, and students of FHSU. For specific policies regarding the bookable spaces in Forsyth Library refer to the [Room Reservations page](#) on the library's website or contact libspaces@fhsu.edu .

Technology:

For use of technology in the building including public computers, please refer to the [Computer Technology and Network Use Policy](#) for Forsyth Library.

Failure to comply with this policy may result in a temporary or permanent ban from entering Forsyth Library, loss of access to library resources and services, and/or intervention by University authorities.

RELATED DOCUMENTS:

- [\[FHSU\] Policy on Harassment](#)
- [Use of Campus Facilities](#)
- [Service and Consumption of Alcohol on Campus](#)
- [Policy on Skateboards, Skates, and Bicycles](#)
- [Policy on Tobacco Usage](#)
- [Computer Technology and Network Use Policy](#)

RESPONSIBLE OFFICE:

Forsyth Library

RESPONSIBLE UNIVERSITY OFFICIAL:

Dean, Forsyth Library

ORIGINATION DATE:

July, 2019

REVIEW CYCLE:

At least every 3 years

POLICY ADDRESS:

<https://fhsu.edu/library/admin/policies/index>