

# Signs & Computer Access

## Posters and Flyers

Cline Library provides a bulletin board for NAU and CCC related posters and announcements. All posters must include the NAU or CCC logo and department name or contact associated with the event or announcement being advertised. Because of limited space, posters should be for one-time current events.

## Censorship and Library Resources

Cline Library adheres to the Association of College and Research Libraries' "Standards for Libraries in Higher Education." "Libraries advance professional values of intellectual freedom, intellectual property rights and values, user privacy and confidentiality, collaboration, and user-centered service." Cline Library does not censor content available through library resources. Users are responsible for ensuring the content they view is lawful.

## Guest User Computer Policy

Cline Library provides guest-use computers for visitor access to Cline Library's resources. Guest computer use is available 1 hour per day per user. Each guest account is afforded up to 20 black & white prints per week.

Misuse of guest computers or guest computer login information may result in suspension of guest computer privileges.

## Wireless and Wired Access

Users who access the NAU network via technology available in Cline Library will be held to the NAU Appropriate Use of Information Technology Resources policy.



# Cline Library Code of Conduct



Cline Library at Northern Arizona University (NAU) serves a community of scholars and students. This code of conduct is intended to ensure Cline Library can provide an environment conducive to scholarly activity and helps library staff ensure the safety of all library users.

All Library users are subject to this code of conduct as well as policies set for by the Arizona Board of Regents, NAU, and all applicable federal, state, and local laws.

Violation of any portion of this code of conduct, including non-compliance with a library staff members request, may subject the offending party to suspension from the facilities and privileges of the library, trespass order, or other disciplinary action, or to liability for loss of damage.

The following policies are not comprehensive and Cline Library reserves the right to address user conduct as necessary.

For questions & additional information, please contact the Ask Us! Desk.

[Library.AskUs@nau.edu](mailto:Library.AskUs@nau.edu)

928-523-2173

# Behavior Expectations

## Attire

Users should wear proper attire, including shirt and shoes, at all times, for reasons of public health and safety. Users in violation of this policy may be asked to leave.

## Criminal Behavior

Criminal behavior includes violation of federal, state and local laws. Cline Library will coordinate with the NAU Police Department when criminal behavior is witnessed. Users involved in criminal behavior will be asked to leave.

## Disruptive Behavior

Disruptive behavior is an act by an individual or group that disrupts the library's overall learning environment or its normal working operations. Library users engaged in disruptive behavior may be asked to leave.

## Food and Drink

Food and drink are allowed in Cline Library. Alcohol is prohibited.

## Hygiene

A library user whose hygiene interferes with other users' ability to learn and study, may be asked to leave and return when corrective action has been taken.

## Bathrooms

Cline Library has one gender neutral/family restroom that is fully accessible. It is located in room 158 on the first floor. Gender designated accessible restrooms are available throughout the library. Bathing or other misuse of restrooms is prohibited.

## Sleeping

Sleeping is not allowed for safety and security reasons. Cline Library is open for research and study purposes, and visits with intent to sleep are prohibited. Library users in violation of this policy may be asked to leave.

## Solicitation and Tabling

Solicitation is not allowed in Cline Library. This does not include tabling by NAU/CCC affiliates. Tabling by NAU/CCC affiliates is allowed with permission. Please contact the

Head of User Services and Experience at 928-523-9229 or the Library's Director of Development and Communications at 928-523-0342 for permission.

## Tobacco

Northern Arizona University recognizes tobacco use as a public health hazard and prohibits smoking, vaping, and all other tobacco use on its campuses and in its facilities and vehicles. Tobacco use is prohibited in and outside of Cline Library. Users in violation of this policy may be asked to leave.

## Unattended Belongings

Users are responsible for their belongings. Personal items should not be left unattended. To keep the library clean and free of clutter, and to provide the greatest equity of access to library spaces, unattended items may be placed in the library's Lost & Found at the AskUs! Desk, or they may be discarded.

# Building Access

## Animals

**Service Animals:** Library users with disabilities may be accompanied by service animals.

**Assistance (Emotional Support) Animals:** NAU does not allow assistance animals inside university buildings, including Cline Library. Disability Resources may provide an accommodation for an assistance animal to reside within campus housing.

**Pets:** NAU prohibits pets inside university buildings, including Cline Library. All pets that enter University grounds must be leashed and accompanied at all times. Users who leave unattended pets outside the library will be contacted if possible and asked to stay with their pet. If the user cannot be contacted the pet may be taken to the Coconino Humane Society by NAUPD.

## Bicycles and Motorized Transportation

Bicycles and motorized transportation devices are not allowed inside the library or within 25 feet of the main entrance. This policy does not pertain to ADA defined devices. Scooters, skateboards, and unicycles may be carried in to the library. They should be stowed on the floor to avoid creating a trip hazard.

## Building Access

Between 9pm and 7am only currently affiliated NAU and CCC users are permitted to enter Cline Library. Users may be required to provide proof of current affiliation. Non-affiliated users may be asked to leave.

## MakerLab

The Cline Library MakerLab is intended to support the educational, research, and public service missions of NAU. MakerLab equipment may only be used for lawful purposes. Please review a complete list of policies at: [nau.edu/library/makerlab](http://nau.edu/library/makerlab).

## Minors in the Library

Northern Arizona University requires appropriate, reasonable safeguards for the supervision, care, and protection of non-student participants not yet 18 years of age in programs operated by the university or by third-parties that use university facilities.

Non-NAU student minors must be accompanied by an authorized adult, parent or legal guardian while using Cline Library. If a minor is in the library without adult supervision, library staff may attempt to contact a parent or guardian. The NAU Police Department may be notified as appropriate.

## Noise Levels

Library users and staff should be courteous to others by keeping noise levels at a minimum. The Cline Library has several designated areas to accommodate differing levels of noise.

## Room Use

Lights must stay on in study and studio rooms when occupied. Users who do not comply with this policy will be asked to turn on the lights or leave. Windows may not be covered. Room occupancy cannot exceed capacity. Library staff will remove window coverings and assist users with finding larger capacity space as needed.

## Reporters, Photography, Recording and Filming

Users should obtain library permission before taking photographs or filming in the library. Contact the library's Director of Development and Communications at 928-523-0341 for permission. Images and recordings of students or other users in the library are allowed with the individual's permission.