

Use of Library Facilities

Frank E. Gannett Memorial Library supports learning and teaching at Utica University by providing information resources, services, and integrated spaces for students, faculty, staff, alumni, and the wider community.

To support the scholarly activity and comfortability of our space, we expect our library users to:

- Treat library staff and other library users with respect.
 - Engaging in unwanted or inappropriate touching, indecent exposure, or harassment of a sexual nature or based on race, gender expression, economic status, or any such protected class is not allowed, and violators will be asked to leave the library.
- Leave the space as you found it. The library does allow food and drinks, but keep these guidelines in mind:
 - **Organize and prepare:**
 - For drinks, please use spill-proof containers or lids.
 - Food deliveries to the library are not allowed.
 - **Dispose of foods/drinks:**
 - Please throw away and recycle your trash properly.
 - Keep your area clean to avoid potential damage to library spaces, furniture, or materials.
 - Please report any spills to library staff.
- Listen to audio through headphones.
- Check out materials before exiting the library.
 - Return or renew these materials on time.
- Care for library materials properly. The materials you check out and use should not be damaged in any way.
- Appropriately use library technology:
 - Inappropriate sites such as pornography or malicious use of any technology will result in restricted use and students will be reported to the Office of Student Conduct & Community.

The second floor is our designated **Quiet Area**. When in this space you should:

- Turn phones to vibrate.
- Limit conversation.
- Speak quietly.

Quiet signs are posted throughout the second floor. If others are not following these rules, please report it to a library staff member.

Library users are also expected to follow the rules of Utica University and local, state, and federal laws:

- Use, supply, or possession of any controlled substance, alcohol, or illegal drugs is not allowed.
- Smoking, vaping, or chewing tobacco in the building is not allowed.
- Use, possession, or storage of weapons of any kind is not allowed.

Students found violating these rules or the Code of Conduct may be charged and brought before the Dean of Students or his designee in judicial proceedings according to the procedures in the Student Handbook. Other patrons in violation will be asked to leave and possibly asked not to return.