

# H L Code of Conduct for Library Users



**H L College of Commerce  
Ahmedabad**

All library users are expected to respect the rights and property of others and to treat library resources and facilities with appropriate care and respect.

### **Library users will:**

- Comply with library and college policies.
- Present photo identification upon request.
- Leave the library at closing and limit use of the library to authorized areas only.

### **Prohibited activities**

Behavior that infringe upon the rights of other library users or staff is prohibited. Prohibited activities and behavior include, but are not limited to, the following:

- Making noise, including loud conversations, talking on cell phones, etc.
- Consuming food or beverages.
- Refusing to show ID or submit possessions for inspection to library or security staff upon request.
- Defacing or damaging library materials including underlining, highlighting, writing, using paper clips, removing pages, taking pictures, or using security devices.
- Monopolizing, misusing, or damaging library furniture, building or equipment.
- Violating copyright or digital licensing agreements.
- Loitering, including refusing to leave the library promptly at closing.
- Denying others access to library materials through theft or deliberate misplacement.
- Using alcohol, tobacco or controlled substances.
- Selling, soliciting or petitioning in the Library; posting or distributing materials without permission.
- Bringing animals into the library.
- Exhibiting any threatening or intimidating behaviors, e.g., abusive language, threats of violence or harassment.

- Engaging in any sexual activities including, but not limited to: consensual touching, unwanted or inappropriate advances or touching, harassment or indecent exposure.
- Any conduct that constitutes a violation of government laws or the rules and regulations of the College.

## **Sanctions**

Library users found in violation of the Library Code of Conduct may be:

- asked to present photo identification to library staff;
- subject to a search of backpacks or bags;
- directed to leave the premises and not return;
- asked to surrender their library privileges.

Disciplinary or legal action may also be taken in accordance with applicable College rules and regulations, government laws and Student Code of Conduct. Serious offenses will be handled accordingly.