

Code of Conduct Policies

The UCD Libraries seek to provide all users with:

- A welcoming, comfortable, and safe environment that promotes intellectual exploration and learning
- Access to well managed and diverse collections of library resources
- Knowledgeable and helpful staff

Maintaining a pleasant and productive environment for study and research requires that all users follow the UCD Library Use and Conduct Code and refrain from specific abuses/offenses.

The University of California, Davis community is committed to the ideals and expectations embodied in the [Principles of Community](#); the Code complements the Principles and other campus policies on behavior and interaction. The Code is applicable to all Library users and enforceable by all Library staff.

Violators of the Code may be asked to leave the facility and may be refused future access to any UCD Library facility. Violators may be subject to sanctions including suspension, prosecution, forfeiture, warning, restitution, criminal penalties and civil fines, and may be accountable to civil authorities (city, state, or federal) and the University.

UCD students are expected to comply with this policy as well as all other campus and [university student responsibilities and conduct standards](#).

Library Environment (Behavior and Use)

Users may not engage in disruptive activity or behavior that interferes with the ordinary use and operation of the Libraries.

Selling, marketing and/or solicitation including but not limited to peddling or begging, pamphlet or other material distribution, petitions and/or conducting unauthorized surveys are prohibited within Library building public areas. Such activities when performed outside Library entrances must not hinder the convenient entry and exit of users or employees.

Smoking, or the use of any other form of tobacco, is not permitted in Library buildings or in designated nonsmoking areas outside of library entrances.

Glassed in bulletin boards are for UC Davis events only. Material must be approved and posted by authorized Library staff. The bulletin boards located in the east-wing of Shields Library are an exception to this rule – they are designated for campus activity announcements. Posting campus notices or campus promotional flyers to these boards does not require library staff authorization; however, the Library reserves the right to remove postings from these boards at any time.

As a courtesy to library users, cell phones and beepers should be switched to silent or the lowest audible settings to minimize disruptions to individuals who are seeking quiet study space. If it is necessary to use a cell phone or other audio-based communications device, select one of the following locations.

Within the Shields Library: outside courtyard, foyer near the public telephones, or the outside plaza in front of the library

Within the Physical Sciences & Engineering Library: outside the entryway, under the protection of the cement awning

Within the Carlson Health Sciences Library: courtyard outside HSL entrance

Users may not interfere with an employee's performance of his/her duties. Such behavior includes, but is not limited to:

- Verbal abuse
- Intimidation
- Sexual harassment
- Harassment based on:
 - Race
 - Religion
 - Ethnic background
 - Gender
 - Sexual orientation

Enforcement of these library policies

The Libraries' facilities may be used only for ordinary library activities and activities sponsored by the Libraries. Certain facilities may be used for curriculum-related group activities, such as performances, exhibits, and meetings subject to advanced approval by Library Administration.

Use of the Libraries as a filming location must be approved in advance by Library Administration. Any use of the names, marks, logos or trademarks of the University of California, UCD or abbreviations thereof is governed by UC policy and California and Federal law.

Library Safety and Security (User, Building, and Equipment)

Users are responsible for their personal property at all times, and should never leave personal belongings unattended. The Libraries are not liable for loss or damage to personal property.

Bicycling, rollerblading, skateboarding and skating are not permitted in or on Library buildings. Wheeled vehicles other than strollers and those used by persons with disabilities are not permitted in the Libraries unless they can be carried as personal property. Bicycles, motorized carts and other large wheeled vehicles must be parked outside in authorized areas and not at library entrances.

Unauthorized firearms or other weapons, fireworks, explosives, or other dangerous devices or substances are not permitted in the Libraries.

Animals are not permitted in Library buildings, with the exception of animals trained or being trained to assist persons with disabilities.

Users may not vandalize, deface, damage, or destroy Library buildings, furniture, or equipment.

Users may not enter unauthorized areas of the Libraries at any time or enter or remain in any Library facility during times when that facility is closed to the public.

Users are required to leave the Libraries at closing, during emergency situations and evacuations, and whenever requested to leave by Library staff or public safety personnel.

Library Collections (Use and Protection)

Library materials, equipment, or property may not be taken from the Libraries without proper checkout or authorization. Library materials must be returned on or before the expiration of the loan period or upon request by the Libraries.

Library materials may not be concealed in the Libraries for the exclusive use of individuals or groups.

Library materials must not be mutilated, defaced, or damaged in any way. This includes but is not limited to marking, underlining, or writing on pages; folding or removing pages or portions of pages; removing or damaging binding; removing electronic theft devices or labels; or applying sticky notes, paper clips, or other damaging materials.

Use of library computers is governed by the [UC Davis Computer Use Policies](#), UC policies on licensing and copyright, and the following UC Davis Library computer use policies. Library computers are made available on a priority basis to UC faculty, staff, and students for university research and instruction. Use of these resources by unaffiliated users is permissible if not in conflict with priority uses.

Library computers may not be used to participate in activities not directly related to university and library research and instruction. Use is limited to twenty minutes when others are waiting for access.

For detailed terms and conditions governing the use of a particular electronic resource, use the library's [E-mail Reference Service form](#) to submit your query specifying the electronic resource and your affiliation with UC Davis.

Failure to comply with the terms of this policy may result in forfeiture of access to the library.

Electronic resources available through the UC Davis libraries are licensed by the University for noncommercial Use by UC faculty, staff, students and on-site users, for educational or research purposes only. Additional restrictions may apply to on-site users of certain databases. The terms and conditions of the UC and UC Davis agreements with the vendors and publishers of these electronic resources regulate the use of these resources. These conditions include, but are not limited to,

restrictions on copying, republishing, altering, redistributing and reselling the information contained therein. Fee-for-service providers may not copy and resell texts from licensed sources to non-subscribing individuals, institutions or organizations.

Users must observe applicable intellectual property laws, including United States Copyright Laws.