

# STONY BROOK UNIVERSITY LIBRARIES

## LIBRARY USE POLICY

*Created 1/20/2018; rev. 7/24/2019*

The Stony Brook University Libraries are committed to providing library spaces that increase productivity and support the research, teaching, and learning processes for library users. Policies and procedures are developed to ensure the safety and comfort of library users and preserve materials, equipment, and facilities. Specialized areas of the library may have additional policies. The following policies apply to all public areas of the library.

### **Animals**

No animals are allowed in the library buildings. Exceptions, as defined in the Stony Brook University Policy Manual P620 (<https://www.stonybrook.edu/policy/policies.shtml?ID=620>),

- include:
  - Service & therapy animals
  - Law enforcement animals
  - Assistance animals

### **Children**

Children are welcome in the Stony Brook University Libraries. All children are subject to library building rules and regulations. [Children aged 17 and under must be accompanied and supervised by an adult](#) (a person 18 years or older) at all times. If a child 17 or under is left unattended, library personnel will notify the police and stay with the child until police arrives.

### **Disruptions and Destruction**

The Library staff will conduct periodic building walk-throughs to monitor noise levels and any use violations. Library users are encouraged to report concerns about excessive noise or disruption to any library service desk or using the online chat service [Ask Us](#) or [Comments & Suggestions email](#). Library users who do not comply with this policy will be asked to modify their behavior, move to a location more conducive to their needs or leave the building if the behavior persists.

Destruction of library property and materials is unlawful and will be reported to the Stony Brook University Police.

### **Food and Drink**

Each public area in the Stony Brook University Libraries is designated as a zone: Silent, Quiet, and Discussion. The zone designation governs the food and drink permitted in the area as well as the acceptable noise level. Library users are expected to adhere to the policies in each zone:

SILENT ZONE - No food permitted. No cell phone use. No talking.

QUIET ZONE - Cold snacks permissible. Quiet talking and phone use.

COLLABORATION ZONE - Cold snacks permissible. Moderate levels of talking acceptable.

COMPUTER ZONE - No food or drinks permitted. No cell phone use. No talking.

Library users are also encouraged to:

- Use spill proof containers
- Clean up after themselves when eating in public areas
- Deposit food and drink containers in waste or recycling receptacles
- Report spills to any service desk

Food and drinks are not allowed in the following areas:

-In the stacks where library materials are shelved

-Computer and library equipment areas

See the Libraries' Food and Drink Policy:

<http://library.stonybrook.edu/wp-content/uploads/2014/09/FoodDrinkPolicy.docx.pdf>

### **Personal Property**

Personal property should not be left unattended. Individuals are responsible for the security of their own personal property. Items that are left unattended for more than 30 minutes will be removed and held at the nearest library services desk or turned over to University Police.

The Libraries are not liable for loss or damage to personal property.

### **Guest Computer Access**

Computers for visitors without a NetID are available in the North Reading Room, Music Library, and Main Stacks, as well as the Health Sciences and Southampton libraries. Guests must sign in at the library services desk and show a picture ID. Guest computer use is limited to 2 hours a day per user.

### **Wheeled and/or Motorized Vehicles**

For the safety of our patrons and materials, vehicles including, but not limited to, roller skates, skateboards, scooters, hoverboards, and bicycles may not be used in the library. Winged vehicles such as drones are also prohibited except in public safety situations. Mobility devices, including wheelchairs and walkers, are permitted. See the Stony Brook University [Policy Manual P606](#).