

CSN Libraries Conduct Policy

Purpose:

CSN Libraries establishes this Conduct Policy to ensure that CSN library spaces are safe, welcoming, and provide equitable access to materials and services.

Overview:

Library users are expected to utilize our spaces in ways that obey all applicable federal, state, local laws and all CSN and NSHE policies. By being in this space, users agree to not engage in behaviors or activities that interfere with any individual's safe, secure, and respectful use of our libraries.

Expectations:

Users are expected to respect the rights of other library users. No individual may engage in inappropriate behavior in library spaces, while using a CSN library facility, or when participating in library events and activities, whether in person or online. Threats and acts of violence against fellow library users or library staff will be addressed with a policy of zero tolerance. Library staff are authorized to contact University Police Services (UPD) or a service department such as CSN's Counseling and Psychological Services (CAPS) as appropriate to respond to users who are uncooperative, violent, abusive, or otherwise pose a danger to themselves or others.

Conduct that endangers or disturbs and/or interferes with or hinders the use of the library or its resources by other library users or interferes with library staff in the performance of their duties in any way is prohibited. This includes, but is not limited to:

- Loud, unruly, or offensive behavior (such as playing audio equipment so that others can hear it, singing or talking loudly, or behaving in a manner that can be reasonably expected to disturb others).
- Harassing, hostile, or threatening language (including profanity) or activities (such as staring or following another person around the building).
- Fighting or aggressive/threatening actions or behavior.
- Conduct that is likely to cause personal injury to oneself or others.
- Stealing, destroying, damaging, or vandalizing property of the library and/or library users. Any materials removed from the library must be checked out on a valid library card or through other standard library procedures such as Interlibrary Loan. Each user shall be responsible for any fees or other charges due in accordance with the library's standard schedules. CSN Libraries reserves the right to inspect an individual's personal belongings to prevent unauthorized removal of library materials and equipment.

- Smoking, including the use of any tobacco or vapor product inside the library building.
- Being under the influence of alcohol or drugs.
- Eating or drinking that is disruptive to other library users or creates a mess or damage to library property or materials.
- Disruptive use of electronic or communication devices.
- Selling, solicitation, proselytizing, or panhandling in library spaces.
- Entering the library without being sufficiently clothed. Users must wear a covering of the upper and lower torso (e.g., shirt/top and pants/skirts, etc.) and footwear (e.g., shoes, sandals, etc.).
- Creating or emanating an odor that is offensive and causes a nuisance.
- Posing a health risk to others.
- Bringing pets or animals into the library building (except for “service animals” as defined by the ADA or NRS 426.097).
- Possessing a weapon or dangerous item of any kind inside the library building.
- Restricting or impeding access to entrances, exits, and/or library resources.
- Using the library facility or property in a manner that is unauthorized or improper.
- Defacing, marring, or in any way destroying or damaging library furnishings, walls, or other library property. Library property includes, without limitation, books, journals/magazines, newspapers, equipment (e.g., printers, copy machines, headphones, calculators, and computer, etc.) or other items of the library’s collection(s).
- Using the library as a minor unless enrolled in a CSN program and/or supervised by a caregiver who assumes responsibility for their safety and conduct at all times.
- Using the library for non-sanctioned activities (loitering or sleeping). Sanctioned library activities include reading, studying, using materials or equipment, or attending a library event.

- Riding wheeled conveyance items inside the library (except for medical and mobility devices as described on the [ADA website](#)).

CSN Libraries reserves the right to limit the type, size, and number of items brought onto a campus library as necessary to prevent interference with the delivery of library services and/or prevent any danger to the health and safety of any person in the library. This includes, but is not limited to, the following restrictions on personal property:

- Personal items must not obstruct aisles or monopolize space. Bedrolls, shopping carts, or bags filled with clothing or possessions, suitcases, or other large paraphernalia are not permitted in the library.
- Personal items may not be left unattended at any time. Items left unattended may be considered abandoned after 15 minutes and may be removed from the area and may be turned over to UPD as per the [UPD policy](#). Due to safety and liability issues, CSN Libraries cannot take lost and found items on campus. Users that have found an item on campus can dial 311 from a campus phone or 702-895-3668 to turn it in to UPD. Users that have lost an item on campus can call 702-895-5795 and leave a detailed message with a description of the item, where it was lost, and their name and phone number. CSN Libraries may dispose of unsanitary or personal items left unattended at their discretion.
- Personal items are the responsibility of users. CSN Libraries is not responsible for personal items that are lost, stolen, missing, or damaged.
- Personal wheeled items are prohibited, EXCEPT FOR assistive devices for persons with disabilities, strollers, and small transportation items (e.g., skateboards, roller blades, and non-motorized scooters) if carried and kept out of aisles and walkways.

Compliance:

Failure to comply with reasonable library staff instructions related to compliance or enforcement of library policies may result in a requirement to leave the library space. Any user who violates these rules and regulations may result in restriction of library privileges, immediate removal from the space, and/or exclusion from the library. Library staff will contact UPD if deemed necessary.

Measures:

Depending on the severity of the action, steps in the list below may be skipped at the discretion of library staff. **There is no appeal.**

- **Notice of policy** – When possible, library staff will first educate individuals about the applicable rules/policies before taking stronger measures to enforce those rules/policies.
- **Warning** – A communication, either verbal or written, given to a library user by library staff regarding an issue or behavior. Verbal warnings will usually be given for a first or relatively mild offense.
- **Restriction of library privileges** – To be determined by library staff, based on the severity of the offense. Restriction of library privileges could include, for example, a hold placed on the library user’s account if they are abusing library checkout privileges or a temporary ban from using study rooms if they are consistently creating a disturbance in the room. Restrictions of library privileges by CSN students will be reported to the Student Conduct Officer, if applicable.
- **Ejection (Asked to leave for the day)** – An instruction, either verbal or written, given by library staff to leave the library space for the remainder of the library’s open hours that day. Ejection will be used when a user is uncooperative after being warned, or when behavior is unacceptable (e.g., abusive language, inebriation, etc.). Ejection measures for CSN students will be reported to the Student Conduct Officer, if applicable.
- **Referral to UPD and Student Conduct Officer, if applicable, for actions that may include trespass, citation, and/or arrest.**
 - **Non-compliance with Ejection/Trespassing** – If an ejected or trespassed individual enters any CSN Libraries facility cited in the trespass notice, UPD will be called, and the individual may be arrested for trespassing per NRS 207.200. A user who has been ejected or trespassed from CSN Libraries may only regain access to CSN Libraries once the term of the ejection or trespass has lapsed.