
Nova Southeastern University Libraries Code of Conduct

Welcome to the Nova Southeastern University (NSU) Libraries. This Code of Conduct is intended to encourage behavior that supports the NSU Libraries' mission to be the premier research, cultural, and lifelong learning center for NSU and the community. In order to provide a safe and welcoming environment that is conducive to research, study, and the legitimate use of library materials, programs, and services, the NSU Libraries request that all visitors comply with the following Code of Conduct and all NSU policies. Patrons should treat all library materials, equipment, and facilities with care as these must be shared and used by all patrons. Any behavior that disrupts or interferes with the normal operation or use of the NSU Libraries, disturbs staff or other library users, or may damage or harm library materials, equipment, or furnishings is unacceptable and prohibited. By entering NSU Libraries, you agree to follow the rules outlined below.

NSU has policies governing the following behaviors:

- engaging in sexual conduct or lewd behavior (please refer to the [NSU Sexual Misconduct Policy](#));
- carrying firearms or other weapons that are strictly prohibited on campus (please refer to the [NSU Weapons/Firearms Policy](#));
- bringing animals, except trained service animals, into the library (please refer to [NSU Policy on Service Animals](#));
- smoking or any tobacco use, including the use of e-cigarettes or vaporizers (NSU is a tobacco-free campus - please refer to the [NSU Tobacco Free Policy](#));
- using alcohol or illegal drugs (NSU complies with the [Drug-Free Schools and Communities Act Amendments of 1989](#));
- inappropriate use of computers as described in the [NSU Information Security Acceptable Use Policy](#), the [NSU Libraries System Computer and Internet Usage and Safety Policy](#), and the [NSU Wi-Fi Terms and Conditions of Internet Use](#);
- leaving persons unattended who require personal assistance (please refer to the NSU Alvin Sherman Library's [Policy Prohibiting Disruptive or Unattended Children in the Library](#));
- promoting or selling any goods or services without prior permission (please refer to the [NSU Posting and Publicity Policies](#));
- respect for intellectual property and a culture of copyright compliance through the [NSU Copyright Policies](#).

In order to foster a safe environment that promotes learning and research, library patrons are prohibited from any nuisance behavior that disturbs other patrons or staff. This includes:

- disturbing, harassing, stalking, or intimidating other patrons or staff;
- entering non-public areas, such as staff workrooms, offices, etc., without authorization;
- using the restrooms for reasons other than their intended purpose (i.e. bathing, laundering, loitering, taking library materials into the restrooms that have not been checked out to you, or any other inappropriate uses of library restrooms);
- not wearing appropriate attire when using the library, including shirts and shoes;
- soliciting, petitioning, or canvassing of library patrons, NSU students, faculty, or staff (i.e. medical/legal advice);
- the use of bicycles, skates, skateboards, or other items of a similar nature on the NSU Libraries' premises;
- operating electronic devices that are audible to others (please refer to the [Sherman Library Electronic Devices Policy](#)).

Please be also aware of the following:

- The NSU Libraries are not responsible for personal items that are left unattended or are lost, stolen, or damaged on the libraries' premises.
- The NSU Libraries ascribe to the *Leave No Trace Behind* principle for food and drink in the libraries. For more information, please refer to the food/drink policies of the NSU library you are in.
- Talking on cell phones may only be done in designated zones/areas, and all devices must be set to silent or vibrate while in the libraries.
- Certain areas of the NSU Libraries are designated as quiet zones. Please observe the posted signage and be courteous of others working in these areas.

NSU library patrons must comply with all library staff directions, instructions, and all posted signage, including limitations on seating, equipment usage, noise restrictions, temporary closures, and any other instructions or usage limitations.

Alvin Sherman Library, Research, and Information Technology Center

Through NSU's partnership with the Broward County Board of County Commissioners, the Alvin Sherman Library (ASL) is a unique joint-use library that is open to NSU students, faculty, and staff and the public. In addition to the Code of Conduct outlined above, the following behavior, as well as any other behavior that disrupts or interferes with the normal operation or use of the ASL or disturbs staff and other library users is unacceptable and prohibited. This can include but is not limited to:

- harassing or threatening language or behavior;
- using rude, obscene, or abusive language or gestures;
- making boisterous, disruptive, or loud noise;
- disturbing other patrons or staff through offensive bodily hygiene or sleeping/snoring in the library;
- removing or attempting to remove library materials, equipment, supplies, or property without checkout or other library authorization;
- damaging, defacing, cutting, or destroying library material or property;
- inappropriate use of equipment or furniture, such as jumping, standing, defacing or writing on the furniture or walls;
- bringing any personal items that cannot fit under their chair or would block aisles, walkways or exits.

Any person who violates these rules or engages in any activity in violation of federal, state, local or any other applicable law, will be asked to leave the library and could be subject to suspension. Those refusing to leave will be subject to arrest under [Trespass Laws, Chapter 810, Florida Statutes](#).

Please be advised that the ASL is often the site of large community events that may impact parking, space availability, and noise. All event and noise notices will be posted in advance.

For more information and policies for the ASL, please see the [Policies for Use of the ASL page](#).

Martin and Gail Press Health Professions Division Library

By entering, you agree to follow the rules below:

- Users will behave in a manner which does not interfere with the normal operation of the library, create a disturbance to others who are studying, or affect the staff's ability to perform their duties.
 - Loud voices and conversation are not allowed, especially in the Quiet Zone and study room hallways.
 - Library patrons must leave the building promptly at closing times and/or at the direction of library staff.
 - All directions and instructions concerning library usage and behavior must be followed as directed by HPD staff.
- Only users with NSU ID may use the small group study rooms.
- Cell phones and other electronic devices must be set on vibrate and conversations held outside library entrance doors.
- All users may ask for help from the reference librarians regarding use of all resources (other than legal or medical advice).
- All users must remove trash from study spaces and place in proper receptacles.
- Library study rooms are open **ONLY** to HPD students during exam periods. Signage will be posted.

This Code of Conduct is designed to maintain a safe and scholarly environment for all library users. Violation of these policies may result in your removal from the library by NSU Public Safety or the Davie Police Department. If you repeatedly violate this policy, the Press HPD Library may restrict your access for a period of time including permanent restriction.

Oceanographic Campus Library

Use of the NSU Oceanographic Campus Library by NSU patrons associated with non-Oceanographic Campus programs (visiting NSU patrons):

The Oceanographic Campus Library (OCL) at NSU's Oceanographic Campus (NSU-OC) Guy Harvey Oceanographic Center (GHOC) is open to all NSU students, faculty, staff, and researchers with a valid and current NSU ID.

In order to comply with NIST Grant requirements, security protocols, and priority use of the library by NSU-OC patrons, the following guidelines have been established.

Visiting NSU patrons must:

- present NSU ID at park entrance to gain entry and only park on the NSU campus (if going to any other part of the park, you must pay at the park entrance);
- have a current official NSU parking sticker to park on the OC campus;
- check in at the first floor security desk of the GHOC with their NSU Shark ID, and then be escorted up to the 4th floor Oceanographic Campus Library, Room 412, by a NSU Public Safety officer or contract security officer;
- remain on the 1st or 4th floor as other floors are not accessible to visiting NSU patrons;
- be courteous to other patrons using the OC library;
- understand if security concerns arise, access may be suspended;
- use the GHOC building only during established OC Library hours;
- understand that during special events and/or end of term (final exam) periods, use of the OC Library may be suspended for visiting NSU patrons.

Use of the NSU Oceanographic Campus Library by the public:

The NSU OCL is not currently open to the public, but there are many ways a public patron can still utilize our resources. Please see this link for more information: <https://nsufl.libguides.com/oclibrary/patronuse>. If a public patron would like to request permission to use the NSU OC Library, they may submit their justification request for consideration to: oclibrary@nova.edu.

Panza Maurer Law Library

The Panza Maurer Law Library (PMLL) is open to all NSU students, staff, faculty, alumni, members of the bar, and the public.

Library hours and dates of closures are available at: <https://nsufl.libguides.com/lawlibrary/hours>.

In the period beginning three weeks prior to law school exams and continuing throughout the examination period, library study space becomes very limited and **law students receive priority in seating and use of library study areas**. Non-law student access is limited to the information exchange zone on the 2nd floor or other areas designated with signs.

PMLL policies, including the scope of assistance law libraries can provide are available at: <https://nsufl.libguides.com/lawlibrary/policies>.