



## ESHLEMAN LIBRARY

### HFC Eshleman Library Code of Conduct

It is the policy of Eshleman Library to provide a safe and welcoming learning environment that is conducive to study and collaboration, and to protect College property and facilities. Following are expectations for all library patrons:

#### Library Materials

Eshleman Library materials must be:

- Checked out, using a current HFC ID with library barcode, before leaving the library.
- Available to all patrons. Any items not checked out should be placed on a blue shelving cart or the circulation desk's book return so that other patrons can access them.
- Kept in the library if they have a sticker indicating that they are not to be removed from the library. This includes but is not limited to computers, course reserves, and reference materials.
- Returned to the library.
- Treated with respect and not damaged. If you notice damaged materials, please notify a library staff member.

#### Facilities

Eshleman Library facilities must be:

- Treated with respect and not mutilated, defaced, or damaged.
- Used as intended. Furniture is for sitting, studying, and sometimes sleeping on, but not for standing on. There is a one person per chair maximum.
- Protected from damage caused by spilled food or drink. Covered drinks and snacks are acceptable in the library.
- Clear of trash. Please dispose of trash in the provided trash bins.
- Accessible for all patrons. Doorways, entryways, and staircases must remain clear.
- Available for special use. Equipment designated for patrons with a disability must be relinquished immediately if needed for that purpose.

## Behavior

Student behavior must abide by HFC's [Student Code of Conduct](https://policies.hfcc.edu/policy/henry-ford-college) (<https://policies.hfcc.edu/policy/henry-ford-college>). In addition, Eshleman Library patrons are expected to:

- Avoid conversations and noise in the Silent Study Zone, including cell phone conversations.
- Use moderate tones when talking in authorized areas, including when using a phone.
- Use headphones when playing sound on electronic devices including FaceTime or video chat. Do not use speakerphone.
- Present identification if requested by library staff or other college employees.
- Follow the directions or instructions of library and college staff.
- Be respectful. Verbal, visual, sexual, or physical harassment of library patrons or staff will not be tolerated.
- Mind their personal belongings as the library is not responsible for theft or damage.
- Understand HFC's student code of conduct, including potential illegal activities.
- Report suspicious behavior to library staff.
- Use restrooms as they are intended. Inappropriate use, including bathing, will not be tolerated.
- Keep computer login information confidential. Students may not log into more than one computer at a time, and may not allow others to use their personal login.
- Keep the HFC campus and Eshleman Library smoke free, which includes e-cigarettes and vaping.
- Use the library during operating hours only.
- Use student zones only. Staff zones are for staff only.

## Library Staff

Eshleman Library staff and HFC employees are authorized to:

- Check books, backpacks, briefcases, or other such items of any person as they enter or exit the building.
- Request to see the identification of any person in the library.
- Request that any person or group of persons relocate within the library.
- Request that any person leave the library.
- Contact Campus Safety or local law enforcement. At this point, the patron(s) in question can expect to, at the least, be removed from the library.
- Suspend or deny library services to any person. The Director, with the assistance of Campus Safety, may pursue other disciplinary actions, including prosecution.