

**Office of the President
California State University, Chico**



Executive Memorandum 19-032

November 13, 2019

From: Gayle E. Hutchinson, President

Subject: Meriam Library Guidelines for Acceptable Public Use

Upon the recommendation of the Academic Senate and the concurrence of the Provost, I approve the Meriam Library Guidelines for Acceptable Public Use, effective immediately.

Policy Title:	EM 19-032 Meriam Library Guidelines for Acceptable Public Use
Contact:	Meriam Library Administration
Supersedes:	
Revision:	
Enabling Legislation or Executive Order:	

Meriam Library Guidelines for Acceptable Public Use

Meriam Library aims to achieve a learning atmosphere that promotes studying, research, and scholarly interaction in a safe environment for CSU, Chico students, staff, and faculty, as well as members of the public. Public Use Policy wording is derived from federal, state, and/or municipal law as well as CSU Executive Orders, CSU, Chico Executive Memoranda, CSU, Chico Presidential Communications, and Meriam Library policies. Violations of this policy are considered misconduct and will be treated as such. It is expected that requests for compliance with these rules will be honored immediately and in a reasonable manner. Failure to adhere to these policies, and/or failure to honor a request for compliance with this policy may result in the loss of library privileges and/or referral to Student Conduct, Rights, and Responsibilities. This policy shall be administered in a manner that complies with EO 1096 Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Employees and Third Parties or superseding policy and ensures equal treatment on the basis of housing status¹.

¹ We embrace and encourage our community differences in Age, Disability (physical and mental), Gender (or sex), Gender Identity (including transgender), Gender Expression, Genetic Information, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color or ancestry), Religion (or Religious Creed), Sexual Orientation, and Veteran or Military Status, and other characteristics that make our community unique.

SCOPE

This policy applies to all members of the CSU, Chico community including students, staff, and faculty and members of the general public.

POLICY

A. The behaviors described/listed in Section B. below constitute violations of the Meriam Library Guidelines for Acceptable Public Use and are intended to serve as a guideline, supplementing existing Federal, State, and local laws, as well as CSU and campus policies. Any behavior and/or action by any patron considered a risk to the safety and/or security of library staff, members of the CSU, Chico campus community, or the general public, may result in:

- A request to leave the building;
- A request for service and/or assistance from the California State University, Chico Police Department (UPD);
- A police investigation of possible violations of State education, civil, or penal codes; and/or
- Formal disciplinary charges being levied against a student for violations of the Student Code of Conduct.

This list is not exhaustive and the library reserves the right to suspend privileges or ban patrons for any and all conduct that interferes with a safe learning environment that promotes studying, research, and scholarly interaction.

B. Behaviors/Actions Constituting Violations of Acceptable Use Guidelines

- Audio, video, photographic, or any other recording of a library patron, without their permission
- Bringing a non-service animal into the library
- Soliciting money, donations, or signatures
- Blocking library entrance areas, aisles, or passages; interfering with the free flow of pedestrian traffic
- Making any loud or unreasonable noise(s) or causing other disruptions, including the disruptive use of personal communication and/or entertainment devices
- Sleeping at computer terminals or study carrels; lying on the floor or furniture; camping or lodging; leaving personal items unattended for extended periods; bringing in large items including, but not limited to bedding, carts, bicycles, or luggage
- Unreasonable use of the restrooms, including laundering and bathing
- Stalking or disruptive following of patron(s) and/or staff

- Theft
- Possession of weapons prohibited by the California Penal Code
- Possession, use, or under the influence of an illegal substance; sale or intent to sell illegal substance
- Verbally abusing staff and/or patron(s) or making verbal or non-verbal threats of physical harm
- Indecent exposure, including, but not limited to having sex and/or exhibiting lewd and/or offensive behavior
- Physical assault or battery of staff and/or patron(s)
- Sexual assault

C. Contacts

- University Police Department: (530) 898-5555 (Non-Emergency) or 911 (Emergency)
- Library Circulation/Reserve: (530) 898-6501 or (530) 898-6502
- Student Conduct, Rights, and Responsibilities: (530) 898-6897

RESPONSIBILITIES

Meriam Library staff members are responsible for administering this policy, including making appropriate referrals to Student Conduct, Rights, and Responsibilities when violations are committed by CSU, Chico students, and to UPD when patron conduct threatens the safety or security of library staff or its patrons.

