

LSU HEALTH SHREVEPORT  
LSUHS LIBRARY  
**CODE OF CONDUCT**

The primary mission of the LSUHS Library is to educate users to employ the skills and knowledge needed to effectively utilize biomedical information resources in support of the institution's mission to teach, heal, and discover.

The Library also serves as a resource for the community, providing understandable health information for non-health professionals. To that end, the Library staff strives to keep the Library a productive environment for all who use it.

All visitors to the Library, whether faculty, staff, students or community members, are responsible for adhering to these guidelines to promote an environment of respect and courtesy. This includes agreeing with requests made of them by Library staff or other university personnel.

- Respect the need for quiet study space.

Library Administration cannot guarantee absolute silence.

People who are repeatedly asked to lower voices or silence electronic devices (including Library computers) will be asked to leave the Library.

Personal phone calls should be conducted outside the Library.

- Persons under the age of 18 must be under the direct supervision of an adult in the Library at all times.  
*Please note: University Police officers may request identification and verify ages.*

Children may never be left in the Library unattended. University Police will be contacted.

Children may not be disruptive in the Library regardless of who is supervising them.

- Alcohol and controlled substance use is not allowed in the Library at any time. Additionally, tobacco products, including electronic cigarettes, chewing tobacco, and regular cigarettes, may not be used in the Library at any time, as mandated by Chancellor's Memorandum 10.
- No solicitation is allowed in the Library.
- ID badges should not be shared.

Students who share ID badges are subject to the disciplinary actions of their respective schools.

Community members who share their badges may have their access privileges revoked.

- Computer use should be in accordance with LSU Health Shreveport acceptable use policy, outlined in Chancellor's Memorandum 18.

People who are not affiliated with University Health or LSU Health Shreveport may be asked to give up computers if there is a need for affiliated people to use them.

- People using the Library should not bring in an abundance of personal items, groceries, or equipment. In addition to being fire hazards, or potential items that could trip other Library users, these items are disruptive for other people using the Library.

Library staff are not responsible for theft or loss of personal items (including computers and smartphones). These items should never be left unattended.

Please do not ask Library staff to “watch” personal items. Library staff cannot assume this liability.

- All people using the Library must comply with requests to evacuate the premises in case of emergencies, or during drills for emergency evacuations.
- All people who use the Library are subject to LSU Health Shreveport’s zero-tolerance policy for lewd behavior or violence toward others on campus. This includes name-calling, obscene language or gestures, intimidation through verbal threats, hitting, slapping, poking, kicking, pinching, grabbing, pushing, “getting in your face,” fist-shaking and throwing objects. (Employee Handbook 5.14)

Library staff will report these behaviors to University Police.

### Discipline and Consequences

People who cannot adhere to these guidelines, or comply with Library staff requests, may be subject to disciplinary action, as follows:

For students, the appropriate contact in the student’s school (Allied Health, Graduate School or Medicine) will be notified.

For community members and faculty/staff, disciplinary action is handled by University Police, who are State-Commissioned Law Enforcement. If the Library staff requests their involvement, University Police officers are entitled to request identification from Library visitors, and exercise their judgment about the situation from that point.

*These measures are infrequently used, and are a last resort, but they are necessary to protect the safety and security of all Library visitors and Library staff.*

These policies may not apply to Library or university-sanctioned functions or events taking place in the Library. While Library personnel make efforts to minimize noise, it is sometimes unavoidable in the course of required job duties. Not all of the rooms in the Library are managed by the Library, which means other campus groups may be using the Library’s space as needed.

We appreciate your cooperation making the Library a safe and productive place for everyone. We invite you to talk to our staff to learn more about our services.

Reviewed & Approved by  
Chair, Library Advisory Committee  
University Police  
Legal Affairs  
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