



## **XAVIER UNIVERSITY**

### **University Library Acceptable Use Policy**

**Effective:** August 19, 2019

**Last Updated:** December 2, 2021

**Responsible University Office:** Xavier University Library

**Responsible Executive:** Provost

**Scope:** Xavier University faculty, staff, students, alumni, retirees, and community visitors.

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#### **A. REASON FOR POLICY**

The Xavier University Library provides access to a wide variety of print and electronic resources for academic research, as well as maintaining services in two buildings, the McDonald Library and Conaton Learning Commons. Students, faculty, staff, alumni, retirees, and visitors use the buildings on a daily basis, access our resources online, and borrow materials. This policy governs the appropriate use of these resources, services, and facilities.

#### **B. POLICY**

[Xavier University Library](#) advances academic success, nurtures intellectual exploration, promotes community engagement, and encourages innovation and creativity. The Library supports academic freedom and the use of information as outlined in the [American Library Association's Library Bill of Rights](#) and [Intellectual Freedom Principles for Academic Libraries](#).

We welcome all current Xavier University students, faculty, and staff, as well as Xavier University alumni and retirees, and community visitors. Use of the Library's resources,

including computer equipment and software, must occur in a manner consistent with pertinent University [policies](#), procedures and codes of conduct, in addition to applicable international, federal, state and local laws.

Physical library materials may be borrowed by current Xavier University faculty, staff, and students; Xavier University [alumni](#); Xavier University retirees; Bellarmine Chapel parishioners; individuals with a current ID from an [OhioLINK institution](#) or a [SWON library](#); visiting members of the Society of Jesus; and visiting faculty.

The Library provides access to historical materials about the University, rare books, works of art, manuscripts, and other valuable materials in [University Archives and Special Collections](#) (UASC). Access to the materials in UASC is [by appointment only](#) and governed by the [University Archives and Special Collections Access Policy](#).

The [University Library Makerspace](#) is available for current Xavier University faculty, staff, and students. Visitors, including alumni, may use the space by appointment at the discretion of Library staff.

The computer workstations in the McDonald Library and Conaton Learning Commons are provided to support the research, teaching, and learning activities of current Xavier University faculty, staff and students, and users must have current Xavier credentials to login. Visitors may access the [Xavier Guest Wireless Network](#) from their own devices. Access to many of our online research databases and electronic resources is available from the guest wireless network; printing is not available.

The public display of sexually explicit material on a Library computer may constitute sexual harassment under Title IX and Xavier University's [sex discrimination policies](#). Xavier University faculty, staff and students are protected from sexual harassment by federal law; compliance is administered by Xavier University's [Title IX Office](#). If a Library employee witnesses such a display, or if a complaint is registered, the user will be asked to discontinue displaying the sexually explicit material and Title IX office will be notified. If the user does not desist [Xavier University Police](#) will be called, the user will be escorted from the Library.

The Library facilitates quiet study and reflection in addition to encouraging collaboration and engagement between all members of the Xavier University community. Users who are disrupting others due to loud talking, cell phone use, or other noises may be asked by Library staff to be quiet or move to another location.

The Library provides group study rooms in the Conaton Learning Commons. Current Xavier University students have priority for using these and may [reserve](#) the rooms online. Current Xavier University faculty and staff, Xavier University retirees, and community visitors, may use the rooms at the discretion of Library staff and should inquire about availability at the Connection Center in the Conaton Learning Commons.

Children under the age of sixteen must be accompanied by a parent or guardian. Parents or guardians may not delegate this responsibility to another child. Library staff will contact [Xavier University Police](#) if unattended children are in the McDonald Library or Conaton Learning Commons.

For more information, please contact the Library at 513-745-3881 or visit our website at [www.xavier.edu/library](http://www.xavier.edu/library).

## **C. DEFINITIONS**

[American Library Association](#): The oldest and largest library association in the world, ALA provides leadership for the development, promotion and improvement of library and information services and the profession of librarianship in order to enhance learning and ensure access to information for all.

[Library Bill of Rights](#): Basic policies that guide the services in all libraries as part of ALA's affirmation that all libraries are forums for information and ideas.

[Intellectual Freedom Principles for Academic Libraries](#): An interpretation of the Library Bill of Rights, which contends that a strong intellectual freedom perspective is critical to the development of academic library collections and services that dispassionately meet the education and research needs of a college or university community. The purpose of this statement is to outline how and where intellectual freedom principles fit into an

academic setting, thereby raising consciousness of the intellectual freedom context within which academic librarians work.

#### **D. PROCEDURES**

N/A

#### **E. EXHIBITS**

N/A

#### **F. HISTORY**

This policy was effective August 19, 2019, and was revised on December 2, 2021. This policy replaced the **McDonald Library Responsible Use Policy**, last revised October 8, 2009. A slightly edited version of the 2009 policy existed on the Library's webpage as a **Notice of Responsible Use**, the content of which was replaced by this new policy.

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#### **Other applicable policies and/or resources:**

[Student Handbook](#)

[3D Printing Policy](#)

[Acceptable Use of Computers and Network Equipment](#)

[Access to University Archives and Special Collections](#)

[Alumni and Visitors](#)

[Circulation of Materials](#)

[Collection Development Policy](#)

[Electronic and Information Technology Accessibility Policy](#)

[Exhibit Copyright and Intellectual Property](#)

[Exhibit Guidelines for Submission](#)

[Harassment Code and Accountability Procedures](#)

[Laptop Borrowing Policy](#)

[Policy on the Privacy of Electronic Information](#)

[University Archives and Special Collections Access Policy](#)

[University Archives Collection Policy](#)

[Web Privacy Policy](#)