

Poetry Center Code of Conduct

A. GENERAL ACCESS

The Poetry Center library collection is free and open to the public during regular business hours. No University affiliation is necessary. Please note that the Poetry Center is a non-lending library; **books and other materials must stay in the library at all times.**

The holdings of the Poetry Center's Archival Collections and the L. R. Benes Rare Book Room are also open to researchers from Monday through Friday during regular business hours. Policies and further information can be found here:

http://poetry.arizona.edu/sites/poetry.arizona.edu/files/policy_form.pdf

1. Public Spaces

The following spaces are open to public use:

- The first-floor library area, including the front lobby, the Library Information Center, the Audio/Video Room, the Jeremy Ingalls Gallery, the Michael and Helen Dobrich Library, and the Children's Corner are open during the library's posted opening hours.
- The Mary Dearing Lewis Garden is open during the library's posted opening hours.
- Other outside spaces, including the Hillman Odeum and Breezeway, are free to public use when no other scheduled events are occupying those spaces.

2. Private Spaces

The following spaces are private and are closed to the general public without prior appointment:

- The librarians' office and front desk areas are reserved for staff and volunteers only.
- The Dorothy Rubel Humanities Seminars Room (across the breezeway) is reserved for Poetry Center, Humanities Seminars, and College of Humanities events.
- Second-floor areas such as the Peggy Shumaker and Joseph Usibelli Alumni Room and the Miriam Endicott Emley Conference Room are reserved for scheduled classes and meetings.

- All other second-floor spaces are administrative areas and are closed to the public without prior appointment.
- The Poetry Center guest house is reserved for invited guests only.
- The L. R. Benes Rare Book Room and the Archives Room may be accessed by library staff only. The Rare Book Reading Room may be accessed by prior appointment only.

B. USE OF PUBLIC FACILITIES

1. Restrooms

Public restrooms are located outside and across the breezeway. All visitors should use these facilities when accessing the Poetry Center. Please note that there are no public restrooms inside the Poetry Center.

2. Food and Drink

Food and drink are prohibited in the Poetry Center Library (drinking water is allowed). Please leave food or drink at the front desk when you enter the Library.

3. Outside Spaces

Please do not take library materials, including books, into any outside space. Skateboarding, rollerblading, and bicycling are absolutely prohibited within these spaces.

3. Bicycles

The Poetry Center has three bicycle racks on the south- and east-facing sides of the building. Bicycles must be locked at one of these two racks. Bicycles **may not be leaned against any building rail or wall**. The Poetry Center cannot assume responsibility for stolen property.

4. Age

Parents or legal guardians of children under the age of 13 are responsible for their safety and whereabouts while on Poetry Center property. Law enforcement will be contacted if reasonable efforts to locate a child's guardian are unsuccessful.

5. Tobacco, Alcohol, Drugs

The Poetry Center, as part of the University of Arizona, is a smoke-free zone. No tobacco use, alcohol or drugs of any kind are permitted on the premises.

6. Animals

Animals are not permitted on the premises, with the exception of service animals.

7. Signs and Flyers

Visitors from other groups and organizations are welcome to leave promotional flyers and materials at the Poetry Center. These visitors must first check in and gain approval from Poetry Center staff or a front desk volunteer. Materials may be hung on the magnetic wall on the Poetry Center's south side or placed on the bookshelf near the "Read Between the Bars" donation bin.

8. Computer Use

Access to the Library's Online Public Access Catalog is provided through two tablet computers (iPads) located in the stacks. iPads are primarily intended to provide access to the Poetry Center Library catalog. If all iPads are in use, patrons using computer functions other than the Library catalog may be asked to make way for users needing catalog access. Computers may not be used for any activity illegal under local, state, or federal law. Please note that the Poetry Center Library has no public printing or scanning services. Users are subject to rules governing computer use laid out in the University of Arizona's Acceptable Use of Computers and Networks Policy. That policy may be accessed here: <http://security.arizona.edu/aup>.

9. Personal Belongings

Keep personal belongings with you at all times. The Poetry Center cannot assume responsibility for lost, stolen, or unattended items. Unattended belongings may be reported to law enforcement.

C. SAFETY

1. Fire Safety and Fire Alarms

If the Fire Alarm sounds while you are in the building, you are required to leave the building following instructions from Poetry Center staff.

If the Fire Alarm is sounding as you approach the building, please do not attempt to enter until approval has been given by Poetry Center staff.

2. Emergency Procedures

You are required to comply with emergency procedures as directed by Poetry Center staff.

D. DISRUPTIVE BEHAVIORS

Disruptive behavior is defined as behavior which interferes with other patrons' use of the facility or with the ability of staff to perform their duties. The Poetry Center adheres to the campus-wide policies set by the University of Arizona.

Threatening, harassing, or intimidating behavior directed toward any person (patron or staff) is not permitted. Additional disruptive behaviors include, but are not limited to:

1. Sexual Offense

Indecent exposure and explicit sexual acts are not permitted.

2. Vandalism, Damage to Property, Theft

Vandalism, damage to Poetry Center property or facilities, and theft will result in notification of law enforcement. Other violations of local, state, or federal law will likewise result in notification of law enforcement.

3. Weapons

The Poetry Center, as part of the University of Arizona, is a weapons-free zone.

4. Offensive Language and Behavior

Refrain from using offensive language and offensive hand or body gestures while on the premises.

5. Solicitation/Loitering

Patron activities shall be associated with the use of a public library. Soliciting, loitering, and other behaviors which interfere with the intended uses of the Poetry Center are not permitted.

6. Hygiene and Attire

Patrons must be fully attired, including footgear and a shirt or other upper-body covering, in order to enter the building. Patrons with personal hygiene issues that interfere with other patrons' use of the space may be asked to leave.

7. Safety Hazards

Any behavior or action that causes a safety hazard to others or the building, or which interferes with library operations in general will be addressed immediately and the person responsible for such behavior or action will be asked to leave the Poetry Center premises.

The Poetry Center staff will enforce this Code of Conduct at all times. Staff will conduct themselves fairly and reasonably. Patrons who refuse to comply with direct requests from staff or who engage in persistent disruptive behaviors or violations of this Code may be asked to leave the premises; law enforcement may also be contacted.