



Priddy Library Facility Use Policy

USG Department Policy 7 (4.00) | Approved by the Chief Operating Officer | October 2025

I. Purpose and Applicability

This policy outlines appropriate conduct for all individuals using the USG Priddy Library (the "Library").

II. Definitions

- A. *Campus User*: students, faculty or staff from any USM Institutional Partner with a valid USG ID card; USG administrative staff and employees, registered Student Organizations, ACES students, and affiliated contractors such as the Bookstore, Food Service and Security personnel.
- B. *External User*: any member of the public that does not have a USG ID and is in no way affiliated with USG or its Institutional Partners; Conference and Events clients participating in a contracted event at USG; alumni of the nine (9) USG partner institutions.

III. Policy Statement

The Library is committed to fostering a scholarly environment that supports learning, research, scholarship, creative production, and collaboration. All Library patrons, whether a Campus User or External User, are responsible for maintaining this environment. While the Library welcomes everyone, including members of the broader community, our primary focus is serving USG students, faculty, and staff.

Rules of Use

- A. Both Campus Users and External Users are expected to maintain a respectful environment conducive to scholarship within the Library. Disruptive or disorderly conduct is prohibited and includes, but is not limited to:
 - 1. Using loud, obscene, abusive, harassing or threatening language;
 - 2. Making noise (including the use of cellular telephones) in designated quiet and/or silent areas, rowdiness, use of bicycles, riding roller blades or skateboards or any other activity that interferes with the scholarly environment;

3. Damaging or destroying Library property, including acts such as graffiti, vandalism, or any other actions that may harm the Library facility or its contents and/or the person or property of others utilizing the Library;
4. Distributing or leaving printed materials in the Library, or posting materials on doors or walls. Campus departments may ask Library staff to post printed materials advertising departmental events and activities. Library staff may grant these requests on a space-available basis, giving priority to Library-sponsored events and activities;
5. Soliciting or selling items, or advertising for solicitation or the sale of items;
6. Obstructing aisles or walkways with excessive personal belongings or leaving personal belongings unattended;
7. Searching recycling bins or trash cans;
8. Consuming food or beverages in library areas where they are prohibited;
9. Smoking or use of any tobacco products, including electronic cigarettes;
10. Removing or attempting to remove library materials or property in contravention of the Library borrowing policy;
11. Failing to return materials following the expiration of the loan period and/or on request for return of materials by the Library;
12. Failing to pay the Library or the designated collection agent of USG for the value of lost or damaged materials;
13. Concealing or relocating Library materials;
14. Mutilating Library materials by marking, underlining, removing pages or portions of pages, removing binding, removing electronic theft detection devices or barcodes, or in any other way defacing Library materials;
15. Altering computer settings, software or peripherals;
16. Bringing pets or animals into any Library, with the exception of service animals as laid out in the campus [Policy for Animals on USG Property \(4a \(3.00\)\)](#); and
17. Refusing to leave:

- a) The Library at closing or when requested to leave during emergency situations or drills;
- b) Any unauthorized access area of the Library;
- c) A reserved space when the individual or group who reserved it arrives; and
- d) Any Library space when asked to do so by Library staff.

B. By entering the Library, you also agree to comply with all federal, state, and other applicable laws, and all applicable USG policies.

IV. Enforcement

A. In cases of disruptive or disorderly conduct or any behavior that disrupts the Library's scholarly environment and/or the safety of person or property of the Library or the users thereof, Library staff, in the staff's discretion, may request that individuals, whether Campus Users or External Users, vacate the Library. Failure to immediately comply with such a request may result in a referral to USG Campus Public Safety.

V. Revision History

Date	Description	Revised By
10/2025	Initial Policy Creation	M. Keeney