

National Weather Center Library

Rules for Library Use

1. **Courtesy and Mutual Respect.** Library staff will treat all users with courtesy and respect, and will strive to answer all requests for materials and information to the best of their ability. In return, Library users will always treat the staff with courtesy and respect. Library users will bring any problems or concerns that they have with the Library to the librarian who will work with the Dean and the Library Advisory Committee to resolve them.
2. **Public Access Computers.** The primary purpose of the Library's public access computers is to provide access to the Library catalog and internet resources to support Library users' educational and research needs. When not in demand, users may use the computers to check their email, search the web, work on papers and other reasonable uses with no time limit. However, when others are waiting to use the computers, users will be limited to 30 minute periods.
3. **Noise in the Library.** Users are welcome to talk quietly in the Library, but should be considerate of other Library users. Electronic devices with sounds or music are also permitted, as long as earphones are used and the sound is not loud enough to disturb others. If someone is disturbing other Library users, Library staff will ask that person to stop the disturbance. If the person continues to disturb others, he or she will be required to leave the Library for the remainder of the day. A person who routinely disturbs other Library users will be brought to the attention of the Dean who will consult with the Library Advisory Committee concerning additional restrictions.
4. **Conference Room.** The small conference room may be used for individual or small group study or discussion. The room may be reserved for up to two hours per day by calling the Library (325-1171) in advance. If the room is not reserved, use is on a first come basis.
5. **Drinks and Food in the Library.** Drinks are permitted in the Library in non-spillable bottles, cans or cups with lids. While other areas of the National Weather Center are better suited to serving food, light snacks may be eaten in the Library. To prevent pest infestations, all trash, crumbs and uneaten food must be disposed of properly.
6. **Care and Respect for Library Materials.** Users are expected to treat Library materials, furniture and equipment with respect and care. Any damage to Library materials or equipment should be reported to Library staff. Intentional misuse, damage to or theft of Library materials, equipment and furnishings will result in immediate loss of Library privileges and appropriate disciplinary action by the Dean in accordance with University policies and procedures.
7. **Shelving Materials.** All Library materials should be left on tables, and will be re-shelved by Library staff.

8. **Children and Young Adults.** Children under the age of 12 are welcome in the Library when directly supervised by a responsible adult holding an OU, NOAA or Research Campus ID card. Children may not be left unattended in the Library. The Library has limited resources for children, and staff cannot be responsible for monitoring children's behavior or safety. Young adults (typically high school students) are welcome to work unaccompanied in the Library if they are sponsored by a responsible adult holding an OU, NOAA, or Research Campus ID card who accompanies them to and from the Library. Upon entering the Library, the responsible adult should introduce the young adult to the Library staff on duty. The staff cannot be responsible for monitoring a young adult's behavior or safety.
9. **Personal Property.** Individuals using the Library are responsible for securing and safeguarding their personal property. Personal property should not be left unattended. Library staff cannot be responsible for the personal property of Library users.