

ACU Library Patron Code of Conduct

The ACU Library aims to provide a comfortable study environment and resources (“items”) to support patrons’ studies and interests. But we can’t do these things without our patrons’ help. By using the ACU Library, patrons agree to . . .

1. Take good care of the ACU Library’s items.
 - a. Store items in a cool, dry place (e.g., not in a car).
 - b. Keep items clean and away from liquids, dirt, and other things that could damage them.
 - c. Use bookmarks and sticky notes instead of dog-earing or writing on pages.
 - d. Report new damage to library staff. Sometimes we can repair items; and we have the proper supplies to do so.
2. Borrow and return (or replace) items at the ACU Library’s front desk.
 - a. Show a photo ID card (preferably an ACU ID card) to check out items.
 - b. Renew or return items by their due date.
 - c. Pay late fees for overdue items.
 - d. Pay replacement fees for (assumed) lost items and items damaged beyond what library staff can repair.
3. Respect other patrons and library staff, property, and policies.
 - a. Keep conversations somewhat low and focused on studies.
 - b. Silence your phone. Take phone calls outside.
 - c. Clean up messes. Throw away trash.
 - d. Avoid doing things that would distract other patrons.