

ACCEPTABLE USE POLICY

PURPOSE

In serving students, faculty, staff and campus visitors, the James & Abigail Campbell Library at the University of Hawai'i-West O'ahu (UHWO) seeks to provide access to knowledge and learning (**'imi na'auao**) through the use of Library resources and facilities; to maintain a comfortable and safe environment (**maluhia**) for both Library users and staff; and to protect Library resources and facilities (**mālama**). Use of Library resources and facilities is a privilege granted to registered students, faculty, and staff of UHWO. Affiliated users and visitors whose needs for use reflect the educational mission of UHWO are also welcome.

The exercise of these privileges must be consistent with the Library's Acceptable Use Policy. This policy is designed to provide for a calm atmosphere for use of Library resources and the facility and to prohibit interference with the use of Library resources and the facility by others. This policy is also designed to prohibit activities inconsistent with the achievement of the Library's goals and objectives. Specifically, the policy describes behaviors that interfere with the privileges of users to access Library resources and facilities; the maintenance of a comfortable and safe environment for both Library users and staff; and, the protection of Library resources and facilities. The policy also prohibits behaviors that interfere with Library staff performance of duties and responsibilities.

Library users are expected to conduct themselves in accordance with this policy on acceptable behavior. Library users are also expected to abide by directives of Library staff. Users who violate this policy on acceptable behavior may be referred to University Security for a resolution.

Behaviors described throughout this policy are meant to be illustrative, rather than exhaustive, of the types of behaviors prohibited in the Library. The Library reserves the right to modify this policy in consultation with appropriate units of UHWO.

POLICIES AND GUIDELINES

The following policies and guidelines shall govern the use of the Library for all users:

- [UH Systemwide Conduct Code Policy](#)

PROVIDING ACCESS TO LIBRARY RESOURCES AND FACILITIES ('IMI NA'AUAO)

The following behaviors are inconsistent with the Library's objective of providing access to Library resources and facilities:

- Engaging in selling of products and/or services that have not been approved by the Library Director
- Solicitation of funds
- Willfully blocking or obstructing Library entrances, exits, stairways, aisles, or passageways
- Creating excessive noise. Cell phone users are expected to limit the duration of their calls, as well as control the auditory volume of their conversations. Cell phone conversations lasting more than 3 minutes should be conducted in the Library Atrium near the entrance doors.
- Use of Library computing resources that is inconsistent with the University's policy on access and acceptable use of University computer and information resources ([UH Systemwide Use and Management of Information Technology Resources](#)), the [UH Systemwide Student Conduct Code](#), or with the educational mission of the Library. The Library does not block access to any materials available through its electronic resources and the Internet.

MAINTAINING A COMFORTABLE AND SAFE ENVIRONMENT (MALUHIA)

The following behaviors are inconsistent with the Library's objective of maintaining a comfortable and safe environment for both Library users and staff:

- Bringing animals into the Library (Animals trained to assist users with disabilities are permitted.)
- Carrying weapons, except as permitted under federal, state, or local statutes
- Remaining in or entering the Library during those times when the Library is not open to the public
- Refusing to leave the Library in a timely fashion at closing
- Opening emergency exits or activating emergency alarms, except in cases of emergency
- Entering non-public areas of the Library
- Using threatening, intimidating or abusive language
- Engaging in sexual harassment (note: using images, including computer images, to harass Library users or Library Staff may also constitute sexual harassment)
- Engaging in behavior of a sexual nature
- Accessing or distributing child pornography
- Engaging in violent behavior or making threats of violence
- Engaging in physical or mental intimidation or harassment of Library users or staff, including stalking
- Engaging in boisterous conduct
- Smoking and/or use of tobacco, including use of vapor cigarettes/e-cigarettes

- Consumption of alcoholic beverages or use of illicit drugs
- Exhibiting behavior which indicates intoxication or illegal drug use
- Leaving young children unattended, including allowing young children to be disruptive
- Use of in-line skates, skateboards or bicycles
- Filming or photographing without permission

PROTECTING LIBRARY RESOURCES AND FACILITIES (MĀLAMA)

The following behaviors are inconsistent with the Library's objective of protecting Library resources and facilities:

- Vandalizing, damaging, destroying, or engaging in theft of Library property (buildings, equipment, or collections)
- 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
- Altering computer settings, software or peripherals
- Improper use of Library materials and/or facilities
- Eating non-dry food and drinking from uncovered containers
- Eating or drinking at the computer workstations or while using a Library laptop
- Improper disposal of food and drink items
- Violations of federal and international copyright laws, or other pertinent federal, state or local laws, including UHWO regulations. Responsibility for the appropriate use of copyrighted and licensed materials lies with the user.
- Improper posting of notices other than on the bulletin board in the Library Atrium
- Refusal to present briefcases, book bags etc., for inspection upon activation of the detection alarm
- Library staff will ask Library users whose behavior is in conflict with this policy to stop such behavior. Should users fail to comply with such a request from Library staff, University Security may be contacted in order to take appropriate action. Violators of this policy may be subject to criminal prosecution and/or University discipline in accordance with the [UH Systemwide Conduct Code Policy](#).

No kākou ke kuleana, it is our responsibility to support ‘imi na‘auao (access to knowledge and resources), to maintain maluhia (a comfortable and safe environment), and to mālama (protect and care for) Library resources and facilities.

REVISED: MAY 17, 2018