

# Foley Library

# Building Use Policy



## Building Access Policy

- Foley Library, as a research library within a private university, primarily serves Gonzaga University students, faculty, and staff.
- Community members: Access is welcomed during specific visitor hours. Some areas of the library are designated for employees only and are off limits to the general public. A valid ID and stated research need are required.
- GU Alumni and Partner Institutions: Visitors from partner institutions and Gonzaga alumni are welcome during designated visitor hours throughout the academic year.

## Cell Phone and Devices

To maintain a conducive study environment, the following guidelines apply to cell phone and device use within Foley Library:

- Cell Phone Conversations: Phone conversations are permitted in the 24-hour atrium, main floor conversation areas, and lower-level conversation areas.
- Silent Mode: All cell phones must be set to silent or vibrate mode while inside the library.
- Device Audio: All devices, including laptops, tablets, and cell phones, must be used in a manner that does not produce audible noise.
- Headphones are required for viewing or listening to any media, and the volume must be kept at a level that is not audible to other library patrons.

## Public Access to Computers and Digital Collections

Foley Library maintains public access to electronic collections - selectively - through publicly accessible computer stations.

## Information Technology Use

Information Technology (IT) Resources are provided or allowed to interact with University systems solely in order to enable the University to fulfill its academic, service, and administrative purposes, and they must be used in a manner supportive of a productive work environment and consistent with the law, Gonzaga University's Mission Statement, and other institutional policies.

For more information see the full [IT Use Policy](#).

## Copyright and Printing Services

Use of library printers and scanners must comply with all applicable copyright laws. Users are solely responsible for ensuring their printing activities do not infringe upon copyright laws.

### **Classroom & Meeting Spaces**

Foley Library provides various study rooms, classrooms, and meeting spaces to support the academic and event needs of Gonzaga University faculty, staff, and students. Reservations for groups or individuals who are not affiliated with Gonzaga University are under the discretion of Library Administration.

### **Disruptive Behavior**

To ensure a productive and respectful environment for all library users, disruptive conduct is prohibited. This policy applies to all internal building spaces, the Foley Atrium, and outside spaces immediately adjacent to the Foley Center. This policy aligns with the University's Employee Behavior Policy as outlined in the Policy and Procedure Manual (PPM), the Student Code of Conduct, and other applicable University policies.

Disruptive conduct includes, but is not limited to:

- Loitering
- Loud conversations or excessive noise
- Soliciting
- Harassment, verbal or physical, of patrons or staff
- Destruction of university or private property

Disruptive or illegal behavior may be reported to Campus Security or law enforcement. Repeated offenses may result in suspension or revocation of library privileges.

Library employees are authorized to determine what constitutes inappropriate use of the library and its resources. All applicable federal, state, and local laws apply to all library users.

### **Noise Zones**

The library maintains designated quiet zones and collaborative study zones throughout the building to support diverse study needs. Please observe the noise zone maps in each area to ensure appropriate noise levels.

### **Drugs and Alcohol**

Foley Library adheres to Gonzaga University's policies regarding drug and alcohol use, specifically aligning with the University's "Student Drug and Alcohol Use Policy" and the "Drug, Controlled Substance and Alcohol-Free Workplace Policy" outlined in the Employee Policy and Procedure Manual.

Unauthorized consumption of alcohol or the possession, use, or sale of illegal drugs within the library may result in disciplinary action by the University, involvement of Campus Security, and/or referral to law enforcement.

Alcohol:

- Possession or consumption of alcohol is prohibited in all University-owned buildings, including interior and exterior common areas and grounds, except under circumstances where alcohol has been explicitly approved for a specific event through ZagsIgnite and Guest Services.
- For more information, please refer to the [University's Alcohol Policy](#).

#### Drugs:

- The unlawful manufacture, possession, control, sale, transfer, or use of any dangerous drug, controlled substance, experimental drug, mind-altering substance, or drug paraphernalia is prohibited on university premises or at university-sponsored activities. This includes the improper use of prescription drugs and the possession or use of marijuana.
- For more information, please refer to the [University's Drug Policy](#).

#### **Filming in Foley Library Policy:**

Foley Library operates under Gonzaga University's overarching policies concerning filming on campus. All filming requests within the library are subject to the following guidelines.

##### External Groups

- External groups seeking to film within Foley Library must submit a written request for approval. This request should be directed to the Director of Community & Public Relations and the GUEST Office. Upon initial review, the University will either decline the request or issue conditional approval.

##### GU Student Film Projects:

- Students working on class projects who plan to film in the library must obtain permission from the Circulation Desk at least 24 hours in advance.
- Library staff may withdraw permission at any time if filming is disruptive to library operations.
- Student film crews must carry their ZAGCARDS for identification.
- Film crews must respect the request of any individual who declines to be filmed.
- To minimize disruption, we ask that film crews be mindful of students studying in the library.

##### General Provisions:

- All filming must comply with applicable federal, state, and local laws.
- Library staff have the authority to determine if filming is disruptive.

#### **Harassment and Discrimination**

Foley Library aligns with Gonzaga University's commitment to fostering a respectful and inclusive environment. Harassment and discrimination, based on protected characteristics, are prohibited.

Key points:

- Prohibition: Harassment and discrimination are against university policy and will not be tolerated.
- Reporting: All community members are encouraged to report incidents.
- Non-Discrimination: Gonzaga University does not discriminate based on race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, or other protected characteristics.
- Conduct: Harassment includes verbal or physical conduct that creates a hostile environment.

For more information, please refer to the full Gonzaga University Harassment and Discrimination Policy.

### **Library Front Landing and Steps Usage Policy**

The Foley Library front landing and steps serve as a primary entrance and gathering space for library patrons and the wider university community. To maintain a safe and respectful environment, the following guidelines apply:

Prohibited Activities:

The following activities are not permitted on the library front landing and steps:

- Disruptive or unsafe activities: Any activities that may disrupt pedestrian flow, create safety hazards, or damage library property are prohibited. This includes, but is not limited to:
- Skateboarding, rollerblading, scootering, or bicycling.
- Using the steps, railings, or any part of the landing as ramps or for stunts.
- Organized sports or games that impede access.
- Excessive noise that disrupts library operations or the experience of others.
- Blocking access to the building entrances or pathways.

Events and Gatherings:

Organized events or gatherings on the library front landing and steps may be permitted on a case-by-case basis, provided they align with the library's mission and do not unduly disrupt library operations or create safety concerns.

- Prior Approval Required: All organized events, including but not limited to musical performances, promotional activities, or informational gatherings, must receive prior written approval from the library administration and will be evaluated in conjunction with the university's policy on demonstrations.

### **Transportation Devices**

Foley Library's policy on transportation devices aligns with Gonzaga University's regulations. Bicycles and scooters are not permitted inside the library and must be secured at the racks provided outside. Skateboards, roller blades, and similar devices are prohibited from being used within the library and must remain with the person or be

secured in a library locker. Unattended devices found at closing will be turned over to Campus Security.

## **Library Data Privacy**

Foley Center Library is committed to protecting the privacy of its patrons. We recognize the importance of confidentiality and strive to create a welcoming and inclusive environment for all users and therefore will not disclose patron information, such as names, addresses, phone numbers, borrowing history, or computer usage records, to third parties without a valid legal basis, such as a court order or the patron's written consent. This is especially true in regards to student patron records in accordance with the U.S. Family Educational Rights and Privacy Act (FERPA).

In alignment with the Code of Ethics and Library Bill of Rights from the American Library Association (ALA), Foley Center Library upholds the principles of intellectual freedom and the inherent dignity and rights of every person and therefore will not disclose data on employees or collections without valid legal basis or business justification including appropriate documentation.

When faced with requests for library data from law enforcement agencies, the Library Dean will consult with University Counsel to assess the request and determine the appropriate course of action. In the case of data requests from university personnel, the Library Dean will evaluate the request and if deemed necessary consult with the Provost and other appropriate University Executive Administration to determine the appropriate course of action.

## **Foley Library Marketing Material and Posting Policy**

To ensure a safe, organized, and professional environment for all library users, the following guidelines govern the posting of all marketing materials (flyers, cards, posters, table tents, sandwich boards, etc.) within Foley Library.

### **General Posting Guidelines**

- **Designated locations:** Marketing materials are generally permitted only on library tables (not study carrels), the designated library bulletin board, and the library's digital display. Cards and brochures may also be kept at the Information Desk.
- **Approval and duration:** All marketing materials must clearly indicate the sponsoring department's name. Before posting, please bring materials to the Circulation Desk for approval and date stamping. Materials will be removed 10 days after approval; to extend the posting, return the materials to the Circulation Desk for a new date stamp.
- **Sandwich boards and posters:** The Foley Center Library maintains one dedicated sandwich board available for student groups wishing to advertise events. Due to high demand, availability is not guaranteed.
- **Booking:** All requests must be submitted to [circulationdesk@gonzaga.edu](mailto:circulationdesk@gonzaga.edu) at least seven (7) days in advance. We strongly discourage drop-in or day-before requests.
- **Digital:** We also welcome digital files (landscape format preferred) for posting to our digital screen. Please submit digital files to [circulationdesk@gonzaga.edu](mailto:circulationdesk@gonzaga.edu).

### **Approval Scope**

- **General approval:** We generally approve marketing materials from Gonzaga University departments and clubs, considering how much marketing is saturating library spaces at any given time.
- **Building partner areas:** Marketing materials within building partner areas are the responsibility of the building partner.
- **Posting guidelines:** Approval is not guaranteed and will be evaluated on a case-by-case basis. Evaluation will consider alignment with Gonzaga University and Foley Library Mission, Vision, and Values, the material's focus on educational purposes or community engagement, and the current volume of displayed promotional materials in the library.

## **Personal Belongings**

For the safety of your belongings and to maintain a secure environment for all library users, please do not leave personal items unattended. Any items left unattended at closing will be placed in Lost and Found at the Circulation Desk and subsequently turned over to Campus Security. Please understand that Foley Library is not responsible for the loss or theft of personal belongings brought into the building. If you think you have lost an item, please check first at the Circulation Desk, then at Campus Security. Should a theft occur, please report it immediately to both library staff and Campus Security.

## **Smoking and Tobacco Products Policy**

Foley Library strictly adheres to Gonzaga University's comprehensive smoking policy and the Washington State Clean Indoor Air Act.

Smoking, including the use of e-cigarettes and all electronic nicotine delivery devices, is prohibited within all Gonzaga University buildings, including Foley Library. This prohibition extends to an area within 25 feet of any entrance, exit, window, or ventilation intake of any University building. The use of smokeless or chewing tobacco products is also prohibited under this policy.

## **Study Room Policy**

Foley Library study rooms are for the exclusive use of current Gonzaga University students, faculty, and staff, with the exception of Gonzaga University School of Law students. These rooms are not available to visitors, students from other institutions, or alumni unless special arrangements have been made.

You can book a study room for a maximum of three hours. If you need the room for longer, you're welcome to make consecutive bookings, but you must return the key and check it out again after each 3-hour period to avoid overdue fees.

For bookings that extend past midnight, please note these will be considered for the next calendar day.

Reservations will be held for 15 minutes. If a reservation isn't claimed within this time, it will be canceled. Foley Library also reserves the right to cancel or modify any room reservations as needed.

## **Unattended Children**

All children under the age of 18 must be accompanied and directly supervised by an adult while in the Foley Center Library. The limited exceptions to this policy are:

- Dual enrollment high school students with a valid Gonzaga University I.D.
- Current Gonzaga University students under the age of 18 who have a valid Gonzaga University I.D.

Gonzaga University departments hosting children under 18 must contact the Circulation Desk in advance and understand that the children are their direct responsibility.

All users of the Foley Center Library are subject to the provisions of the library's Building Use Policy and the Computer Use Policy. Additional Gonzaga University policies may also apply. Access to, or use of, the Internet by minor children is solely the responsibility of the parent or legal guardian.

If children are found unattended, Campus Security will be contacted.

### **Weapons**

The possession, use, or display of weapons is prohibited in the Foley Center Library and on Gonzaga University campus. This includes, but is not limited to, firearms, knives (blades over 3 inches), and simulated weapons. Exceptions may be authorized by the Director of Security & Public Safety.

For more information and a complete list of prohibited items, please see the linked University Weapons Policy.

Unattended weapons will be confiscated, and Campus Security will be contacted. Persons brandishing weapons will result in immediate contact with both law enforcement and Campus Security.

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