



Homer Babbidge Library Etiquette for Visitors

All visitors are expected to follow guidelines for library etiquette listed below.

Visiting Groups

Visiting groups should stay together. If a larger group is divided into sections, each section should have an accompanying chaperone.

- On arrival, the primary group contact must report to the Library Administrative Services Office to register. [After 5:00 pm on week days and on weekends report to the iDesk (Circulation/Reserves), Plaza Level.]
- If an emergency should occur during the visit, contact the Security Desk (486-3099).
- The location of the Security Desk should be pointed out to all members of the group as a contact and meeting place for anyone getting separated from the group.

All Visitors • General Behavior

Anyone running or shouting or participating in disruptive or destructive behavior will be asked to leave the Library immediately.

Noise: Talking and Collaborative Work

Both study and research need a quiet environment. The Babbidge Library provides a space conducive to study and research.

- On Level 1 there are places for group discussions and collaborative projects – Learning Resource Center, Q Center Tutoring, Writing Center. Level 1 and Bookworms Café (Plaza Level) are the only places in the library that should be used for group projects and discussion. The rest of the Babbidge Library is limited to quiet study and research.
- **Level 4 and Level A are designated Quiet Study Floors and are reserved for individual study and research.**
- Voices in areas not designated quiet study areas (lobbies, stairs wells, restrooms, elevators and escalators) can resonate and be disturbing to those studying. Wherever you are in the Library be aware of and respect the needs of other Library users.

Cell Phones

- Please turn off the ringer of your cell phone when entering the library.
- The use of cell phones in the library is limited to Bookworms Café and the lobby areas on Levels B, 2, and 3.
- **Level 4, including the lobby, and Level A are a Quiet Study Floors. Cell phone use is prohibited.**

Beverages

Beverages are permitted in any covered cup, covered spill-proof container, screw-top bottle or pop-top can. Food and beverages are NOT allowed at public computers, video stations, photocopiers, printers, microform reader/printers, and in library classrooms and video theaters, or in any location posted as *No Beverages and Food*.

Food

Foods, such as wrapped sandwiches, packaged salads, chips, candy, etc., are permitted in library places not listed above. Hot foods are not permitted in any library area.

Computer Workstations

- Public workstations are intended to support academic research and learning and the completion of academic projects.
- Computer use is governed by the University of Connecticut's *President's Policy on Harassment*. This includes displaying images or text that may be interpreted as intimidating, hostile or offensive.
- Beverages are not allowed at computer workstations.

Library Materials, Furnishings and Equipment

All library materials, furnishings and equipment must be respected and used for their intended purpose. Anyone misusing materials, furnishings or equipment will be asked to leave the library immediately.