

University Library Card Agreement

By signing this user agreement, you are agreeing to accept responsibility for the return of all library materials, paying fines (including any applicable penalties and actual collection costs), paying for damage to or loss of materials charged on this card, notifying the Library of any change of name or address, and reporting if the card is lost or stolen. I agree that I will return all items borrowed on this card directly to University Library. I understand that this card is not transferable. For normal loans, an overdue notice is sent seven days past the due date and again 30 days past the due date. I understand that overdue notices are sent as a courtesy, and that failing to receive an overdue notice does not absolve me from responsibility should I receive a bill or fine. I understand that borrowing limits and fine schedules are posted below, and that any changes to these policies will be posted on the library's website <http://www.ulib.iupui.edu/libinfo/policies>. I understand that my failure to pay these fines when due may result in the balance being forwarded to a collection agency and that I will be responsible for any actual collection costs.

I also agree to abide by the University Library Code of Conduct which has been given to me, and I understand and agree that my privileges may be suspended or lost for failure to abide by these terms and conditions.

I.D. with current address must be shown when applying for Library card. Applicant must be present.

Name: _____

Current Address: _____

City/State/Zip: _____

Telephone: _____ Date of Birth: ____/____/____

To avoid postage costs and delivery delays all notices will be sent to the email address you enter below. If you do not have an email address, notices will be mailed to the Mailing Address listed above. **The Library cannot guarantee prompt delivery of notices mailed through the Post Office.**

E-mail: _____

Would you like to receive information about the Library in the future? ___ YES NO ___

Borrower Signature _____

Parent/Guardian

Signature _____

(Required: For all dependents under age 18. The signer assumes responsibility for the child's selections and financial responsibility. Parent or guardian must be present)

STAFF USE ONLY: Barcode: _____ Staff Initials & Date: _____

Fast Facts about IUPUI University Library

755 West Michigan Street
Indianapolis, IN 46202

Circulation/Security
(317) 274-0472

Reference Desk
(317) 274-0469

<http://www.ulib.iupui.edu>
<http://m.ulib.iupui.edu>



Code of Conduct

Visitors who are not affiliated with IUPUI are welcome at University Library. University Library fulfills an important educational function in the University. Educational settings require special considerations, including the priority that must be placed on supporting the University's educational mission.

The library has implemented a Code of Conduct to address conduct expectations for library users so that University Library can meet its educational mission.

Detailed statements of library policy are available at:
<http://www.ulib.iupui.edu/libinfo/policies>

Service Points

Lower Level – Special Collections and Archives
Level 1 – Administration Offices
Level 2 – Circulation and Reference Desks
Level 4 – Computer Consultant Desk

Quiet Floor – Level 3

Please limit group study and cell phone use to study rooms or to other floors of the building.

Food and Drink

Users are liable for any damage to library property and equipment caused by food or drink. Food and drinks are allowed in most areas of University Library (please use a covered container). We expect users to be responsible and adopt a 'leave no trace' approach to their use of food in the library. Waste bins are provided for your convenience.

Library Cards

All patrons are expected to present their own library card when requesting service at the Circulation Desk. An acceptable photo ID (such as a driver's license) may be used as a substitute for this purpose.

Computers

Patrons are prohibited from sharing their computer accounts, which are issued at the Circulation Desk until 30 minutes before the library closes. Fee is \$1 per day, which is waived for patrons who present a current:

- Student, faculty or staff ID from another school, or
- IU or Purdue Alumni Association ID

As required by state law, fee is also waived for IN state legislators (and their staff) and for staff of the IN Legislative Services Agency (ID required).

Printing

Requires a \$2.50 rechargeable Printer-Copier Card available for sale at the Circulation Desk until 30 minutes before the library closes. The card comes pre-loaded with \$1 worth of printing/copying. Printing costs \$0.07 per page for black-and-white and \$1 per page for color.

Smoking while visiting IUPUI

Tobacco use or sale, including, but not limited to smoking, is prohibited on the IUPUI campus.

<http://www.iupui.edu/~nosmoke/faq.html#Answer>

IUPUI Campus Police

<http://police.iupui.edu>
1232 West Michigan Street
(317) 274-7911

University Library Code of Conduct

This *Code of Conduct* acknowledges that University Library fulfills an important educational function in the University. Educational settings require special considerations, including the priority that must be placed on supporting the University's educational mission. The purpose of this document is to address conduct expectations for library users so that University Library can meet its mission.

The Library strives to provide for its authorized users:

- Collections that meet the research and instructional needs of users.
- Privacy and confidentiality to the extent provided by university policies and any applicable laws.
- A safe, clean, pleasant and productive learning environment conducive to scholarly research, quiet study, and mutually respectful social interaction.
- Responsive service to the needs and priorities of its users.

Expectations for Users of University Library:

Individuals are expected to:

- Obey all applicable university policies and laws of the local, state and federal government.
- Adhere to the Student Code of Conduct (<http://www.iupui.edu/code/>)
- Present identification to library staff upon request, in compliance with university policy.
- Use email, Internet, and computer resources according to the Indiana University Information Technology policies (<http://www.itpo.iu.edu/policies/university.html>)
- Comply with other posted library policies (e.g. noise, computer use, etc.)
- Respond to emergency and security gate alarms and other situations as instructed by staff, leave the building at closing, and limit use of the library to authorized areas only.
- Comply with Indiana University smoking/tobacco policies.
- Be courteous to all library staff, in accordance with the Campus Civility Statement (<http://www.hra.iupui.edu/civilitymemo.asp>)
- Respect other users of University Library

Prohibited Behaviors:

Certain behaviors, detailed below, are in conflict with library goals. Library Users are expected to refrain from any of the following behaviors:

Safety and Emergencies

- Exhibit any threatening or intimidating behaviors, e.g., abusive language, threats of violence, or harassment.
- Engage in behavior that is potentially unsafe or harmful to self or others.
- Possess, use, or be under the influence of alcohol or controlled substances.
- Be in unauthorized areas of the Library, remaining in the Library after closing or when requested to leave during emergency situations, drills or when not abiding by The Library's Conduct Policy.
- Carry weapons in the library.
- Open emergency exits except in emergency situations.

Use of Library Facilities:

- Produce unnecessary noise, including but not limited to playing audio equipment so that others can hear it, by singing or talking to others or in monologues, or by behaving in a manner which reasonably can be expected to disturb other persons.
- Behaviors considered disruptive, such as disturbing others through noisy or boisterous activities; by staring at another person with the intent to annoy that person; by following another person about the building with the intent to annoy that person; engaging in unwanted or inappropriate touching; unwanted or inappropriate advances; harassment or indecent exposure.
- Misappropriate, misuse, damage, steal, or obstruct use of library equipment, resources or facilities.
- Remove or attempt to remove library materials, equipment or property without proper checkout or other official library authorization.
- Use restroom facilities for purposes other than which they are intended.
- Enter the building without a shirt or other covering of their upper bodies or without shoes or other footwear.
- Disturb others with strong odors, e.g., perfumes, alcohol or unsanitary personal conditions. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other persons shall be required to leave the building.
- Bring animals in the building, except guide/assisting dogs.
- Leave property in library lockers overnight. Lockers are the property of the Library and are provided for the temporary, daily use by patrons. Any items remaining in lockers at close of business will become the property of the library.
- Interfere with the use of the Library by other patrons, or interfere with Library employees' performance of their duties.
- Vend, peddle, solicit, or petition in University Library; post or distribute materials without permission.

Use of Library Computer Resources:

The Library does reserve the right to impose time limits on computer use, to restrict use of computers with special software or database access, and to give preference to IUPUI students, faculty and staff. Users should be considerate of the needs of other users. Viewing some kinds of materials may be offensive in a public setting. Members of the public are entitled to use computers in the Library as long as they have a valid IUPUI Library Guest ID and abide by all computing and network policies of IUPUI University Library and Indiana University. The following is a partial listing of behaviors that are prohibited:

- Allowing others to use their nontransferable IU identification or IU or University Library Network ID and passphrase.
- Maliciously access, alter, delete, damage or destroy any computer system, network computer program or data.
- Failing to adhere to copyright laws, including systematically downloading, printing, or disseminating content from University Library-licensed electronic resources in violation of copyright laws.

Sanctions:

If library staff become aware of these behaviors, appropriate action will be taken. The sanction, if any, will be determined by the Dean of University Library or his delegate.

Sanctions may include:

- Being asked to modify your behavior.
- Being asked to leave the library premises.
- Being reported to the Dean of Students, as appropriate.
- Having library privileges suspended or revoked.
- Being banned from University Library.
- Requesting assistance from campus police, as appropriate.
- Legal prosecution.

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(Patron's Copy)

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I also agree to comply with all library regulations, including payment of fees and fines for any overdue, damaged, or lost material. I understand that my failure to pay these fines when due may result in the balance being forwarded to a collection agency and that I will be responsible for any actual collection costs. I understand and agree that my privileges may be suspended or lost for failure to abide by these terms and conditions.