

General Library Policies

Smoking & Food or Drink in the Library

The Library, like all other areas on campus, is a smoke-free environment. Food and all tobacco, including smokeless tobacco, are prohibited.

Patrons may have drinks in the Library, provided the drinks are in a container with a lid. Drinks are not allowed in the computer lab.

Patrons who bring food or uncovered drinks into the Library will be asked to remove the items from the building or to discard them in the lined trash can outside the Library's main entrance. If the patron refuses to cooperate, he or she may be asked to leave the Library, or the Building Operations Manager may be called.

Personal Property

There is a "Lost and Found" box at the Circulation Desk, and any items turned in at the Circulation Desk will be held for a period of 30 days. After 30 days, any items turned in will be discarded. Do NOT leave any personal belongings unattended in the Library. The UAMS AHEC-SW Library has no facilities for secure storage of personal property of library users, and will not under any circumstances take responsibility of such property.

Library Use and Conduct

All persons using the UAMS AHEC-SW Library are to remember that noise may carry to other areas of the building. Creating excessive noise, or using audible radios, walkmans or talking loudly on cell phones is discouraged by Library staff members.

While the UAMS AHEC-SW Library is open to all users needing the information contained in the Library's collection, circulation of items as well as access to certain audiovisual and computer based resources may be limited to those connected with UAMS AHEC-SW.

The UAMS AHEC-SW Library will notify the Texarkana, Arkansas Police Department concerning any criminal behavior in the Library areas. Activities which will draw particular attention include, but are not limited to: theft, vandalism, exhibitionism, and/or assault, including verbal threat, and inappropriate materials found on a workstation site.

The UAMS AHEC-SW Library must be evacuated in an emergency situation. This may include, but is not limited to: drills, fire alarms, tornado watches or warnings (when the

external sirens are active), power outages, or when patrons are asked to evacuate by library staff.

Children

Children under the age of 16 must be supervised by a parent or guardian at all times. A photo ID may be required to verify date-of-birth. The UAMS AHEC-SW Library does not maintain collections or provide services intended for children. All public-access computers in the UAMS AHEC-SW Library have full access to the internet. There are not content filters to prevent children from accessing inappropriate material.

Abuse of library materials or the library building

Abuse of library materials is prohibited, including but not limited to:

- Marking, highlighting or underlining text and writing on or folding pages
- Removing pages, portions of pages, or bindings
- Concealing library materials for the exclusive use of an individual or group
- Stealing library property or the personal property of users or staff
- Vandalizing or defacing the building, furniture or equipment

Abuse of materials may result in revocation of library privileges, removal from AHEC-SW property, and in certain situations, Texarkana, Arkansas Police Department involvement.

Gifts & Donations

The UAMS AHEC-SW Library will accept donated materials, with the understanding that those items not needed for the Library's collection will be disposed of through the Library Book Sale, or other ways deemed proper by the Librarian.