Behavior Expectations

Attire
Users should wear proper attire, including shirt and shoes, at all times, for reasons of public health and safety. Users in violation of this policy may be asked to leave.

Criminal Behavior
Criminal behavior includes violation of federal, state and local laws. Cline Library will coordinate with the NAU Police Department when criminal behavior is witnessed. Users involved in criminal behavior will be asked to leave.

Disruptive Behavior
Disruptive behavior is an act by an individual or group that disrupts the library's overall learning environment or its normal working operations. Library users engaged in disruptive behavior may be asked to leave.

Food and Drink
Food and drinks are allowed in Cline Library. No food or drinks are permitted in Special Collections and Archives. Alcohol is prohibited.

Hygiene
A library user whose hygiene interferes with other users' ability to learn and study, may be asked to leave and return when corrective action has been taken.

Restrooms
Bathing or other misuse of restrooms is prohibited.

Sleeping
Sleeping is not allowed for safety and security reasons. Cline Library is open for research and study purposes, and visits with intent to sleep are prohibited. Library users in violation of this policy may be asked to leave.

Solicitation and Tabling
Solicitation is not allowed in Cline Library. This does not include tabling by NAU/CCC affiliates. Tabling by NAU/CCC affiliates is allowed with permission. Please contact the Head of User Services and Experience at 928-523-9229 for permission.

Tobacco
Northern Arizona University recognizes tobacco use as a public health hazard and prohibits smoking, vaping, and all other tobacco use on its campuses and in its facilities and vehicles. Tobacco use is prohibited in and outside of Cline Library. Users in violation of this policy may be asked to leave.

Unattended Belongings
Users are responsible for their belongings. Personal items should not be left unattended. To keep the library clean and free of clutter, and to provide the greatest equity of access to library spaces, unattended items may be placed in the library's Lost & Found at the AskUs! Desk, or they may be discarded.

Building Access

Animals
Service Animals: Library users with disabilities may be accompanied by service animals.

Assistance (Emotional Support) Animals: NAU does not allow assistance animals inside university buildings, including Cline Library. Disability Resources may provide an accommodation for an assistance animal to reside within campus housing.

Pets: NAU prohibits pets inside university buildings, including Cline Library. All pets that enter University grounds must be leashed and accompanied at all times. Users who leave unattended pets outside the library will be contacted if possible and asked to stay with their pet. If the user cannot be contacted the pet may be taken to the Coconino Humane Society by NAUPD.

Bicycles and Motorized Transportation
Bicycles and motorized transportation devices are not allowed inside the library or within 25 feet of the main entrance. This policy does not pertain to ADA defined devices. Scooters, skateboards, and unicycles may be carried in to the library. They should be stowed on the floor to avoid creating a trip hazard.

Building Access
After 9pm only currently affiliated NAU and CCC users are allowed in the Cline Library. Users may be required to provide proof of current affiliation. Non-affiliated users will be asked to leave.

MakerLab
The Cline Library MakerLab is intended to support the educational, research, and public service missions of NAU. MakerLab equipment may only be used for lawful purposes. Please review a complete list of policies at: nau.edu/library/makerlab.

Minors in the Library
Non-NAU student minors must be accompanied by an authorized adult, parent or legal guardian while using Cline Library. If a minor is in the library without adult supervision, library staff may attempt to contact a parent or guardian. The NAU Police Department may be notified as appropriate.

Noise Levels
Library users and staff should be courteous to others by keeping noise levels at a minimum. The Cline Library has several designated areas to accommodate differing levels of noise.

Posters and Flyers
Cline Library provides a bulletin board for NAU and CCC related posters and announcements. All posters must include the NAU or CCC logo and department name or contact associated with the event or announcement being advertised. Because of limited space, posters should be for one-time current events. Cline Library does not allow the distribution of flyers without permission. Please contact the Head, User Services & Experience at 928-523-9229 for permission. Flyers distributed without permission will be discarded.

Reporters, Photography, Recording and Filming
Users should obtain library permission before taking photographs or filming in the library. Reporters should contact the Office of the Dean for requests to comment (928-523-6805). Photographers and filmmakers should contact the Head, User Services and Experience (928-523-9229) for permission to photograph or film in Cline Library. Images and recordings of students or other users in the library are allowed with the individual's permission.

Room Use
Lights must stay on in study and studio rooms when occupied. Users who do not comply with this policy will be asked to turn on the lights or leave. Windows may not be covered. Room occupancy cannot exceed capacity. Library staff will remove window coverings an assist users with finding larger capacity space as neede