

HPU Libraries

H i g h P o i n t U n i v e r s i t y

Facilities and Behavior

Smith Library is a large facility that is open to serve as a study area and as a repository of faculty and staff selected resources. The building is open hours that are acceptable to meet the study needs of our students, faculty and staff. An adult supervisor or librarian will be present when the facility is open. Smith Library hours change depending on the time of the year and our current hours are posted on the library website at <http://library.highpoint.edu>

Study Areas

Smith Library maintains several different study areas that will fit the needs of the college student and the working professional. The **main floor** of Smith is a study and work area. Staff and students interact in this area to check out books and to get help with research questions. It is also an area of heavy traffic as patrons enter and leave the facility. On this floor the library staff accepts that there will be a moderate level of noise. Students are trying to study so loud conversations, cell phone noise and other disruptive sounds are discouraged.

The **third floor** of Smith houses our book and bound journal collection. Study carrels ring the area along with tables. The library staff enforces this as a quiet study area. The lower floor of Smith contains Media Resources, collaborative study tables where students can group study, the library instruction lab and two lecture halls. This is a very busy area. The library staff encourages students that wish to study in groups or students that need to have a more active study style to use this area. The library staff will still supervise the activity in this area and will not tolerate behavior that is not in accordance with proper manners or behavior that is too loud or disruptive. While laptops use is encouraged, students need to keep the volume down or use headphones.

The **fourth floor** houses the offices of the Learning Excellence Program, Disability Services, and Academic Services and is also a place where tutors can meet with student clients to work on course content. Writing tutors are also available to help students construct papers and work with writing issues. During the normal semester this area closes at midnight and reopens at 7am.

Behavior

Disruptive behavior will not be tolerated and patrons that do not behave in a proper manner will be asked to leave. Loud talking, cell phone conversations, inappropriate use of the computers or personal laptops are all examples of inappropriate behavior. Patrons will be politely asked to curtail this behavior.

Printing

The university maintains a print network to satisfy the copying and printing needs of its clients. This service is free to students, faculty and staff. Those using the service should not abuse this privilege. Because of the higher cost for materials, there may be charges for printing in Media Services.

Use of materials

All materials found in Smith library are accessible to patrons when the facility is open. Old or physically sensitive materials made be located in a special room or locked cabinet to provide protection or limit access. "Closed stacks" and "Archives" are both examples of this type of space. These spaces are only open during regular business hours and not during night hours or at the discretion of the library supervisor. Smith Library uses an electronic sensor to detect materials that are being removed from the building without having been checked out. If the sensor is activated a patron will be asked to re-enter the library and will be asked to check and see if they have an item that should remain in the building or if they have materials that they meant to borrow. We will endeavor to locate the problem before the patron leaves the facility.

Food

While we do not encourage "snacking" in the library we realize that it happens. All we ask is that patrons try to be neat with the snacks that they bring into the building and dispose of wrappers and other discards properly. Full meals should be eaten in the designated break area and not in the general library commons. Drinks are not discouraged but again we ask that students keep drinks covered to avoid spills and also dispose of the container in the proper manner.

Computers

All computers are for the use of the members of the High Point University community. Software installed on these PCs is there based on the agreements that the University has established. Databases access is available based on the licenses that we established with our database vendors. Violations of software or databases licensing will not be tolerated. The computers are a part of the community and are used by the community. In light of this "sense of community" it is important that materials viewed on the computer meet a level of decency that will not offend other members.

Recycling

Blue recycling bins are located throughout the building and students should use these bins to dispose of paper – bottles – cans and the appropriate plastic items.