Welcome to the Albert S. Cook Library at Towson University. The Library strives to provide excellent service, resources, and facilities for all authorized users. To support this commitment, the library has established a Library Code of Civil Conduct for the benefit of users that is applicable to all. In addition, the Library also abides by and holds its users accountable to Towson University’s Code of Student Conduct and Academic Affairs Civility Code.

Users of the Libraries are entitled to have:

- A productive, secure library environment conducive to research and free of disruptive activity
- Reasonable access to library materials according to library policy.
- Journals, books, documents and newspapers that are complete and unmarked.
- Access to computers for the purpose of performing research.

Ensuring a pleasant and productive environment for study and research also requires that all users have responsibilities. All users are expected to be considerate of the information needs of others in a shared resource environment.

The Library Environment

- **Cell phones**: cell phones should be set to silent or vibrate, and cell phone use should be kept to a minimum other than in the lobbies on each floor and stairwells.
- **Food and drink**: Food and drink are permitted in the library in reasonable amounts. Dispose of all trash in waste baskets. Notify a staff member at service desk about spills.
- **Quiet areas**: The Quiet Room on the 2nd floor (room 200C) is reserved for absolute quiet with no group study allowed. There are also quiet areas on the north study carrel side of the 2nd and 4th floors.
- **Group work**: talking and socializing are permitted in designated group study areas and lobbies. Loud talking, socializing and disruptive behavior that interferes with the study and research needs of others is prohibited in any area of the library.
- **Prohibited behaviors**:  
  - Prohibited behavior also includes (but is not limited to) verbal abuse, threats of violence, or sexual harassment.
  - The open display of some materials may create an intimidating, hostile or offensive environment for some library users. Patrons should be aware of and respect others’ desires not to be inadvertently exposed to images they find offensive. Library staff will respond to complaints.
  - Child pornography, a felony in the state of Maryland (MD Code Criminal Law, Sec. 11-207), is illegal and the Towson University Police will be contacted immediately.
  - Children under the age of 16 years must be supervised at all times by a parent or other responsible adult.
  - Animals, other than those trained to assist persons with disabilities are not permitted in the library.
Albert S. Cook Library Code of Civil Conduct

Use and Protection of the Collections
- Users cannot remove or attempt to remove library materials, equipment or property without official library authorization.
- Users must return library materials when due.
- Library materials may not be concealed in the library for exclusive use of an individual or group.
- Library materials may not be mutilated by marking, underlining, removing pages or portions of pages, removing binding or security devices, folding pages or using paper clips or post-it notes in any way damaging to library materials.
- Library users must adhere to copyright laws and not download, print, or disseminate content from TU-licensed electronic resources in violation of copyright laws. See Towson University Policy on Intellectual Property.
- Library personnel may inspect bags and other articles for concealed library materials.

Use and Protection of the Building and Library Equipment
- Users are restricted from unauthorized areas of the library and cannot remain in the library after closing or when asked to leave under emergency situations, drills or when not abiding by the library’s conduct policy.
- Emergency exits may not be opened except under emergency situations.
- Vehicles may not be parked in unauthorized areas outside the building.
- Users may not vandalize or deface the library building, furniture or equipment.
- Users may not alter computer settings, software or peripherals.
- See also Towson University's Acceptable Use Policy.

Sanctions
All library users are expected to comply with these guidelines for conduct and acceptable use. Failure to do so may subject a library user to the following sanctions:

- Being asked to leave the building.
- Being banned from the library.
- Being reported to the campus police or Towson police.
- Being subject to legal prosecution.