



## ECL LIBRARY

### **Rules of conduct**

The ECL Library abides by the American Library Association's Library Bill of Rights

The following activities are specifically prohibited in the library:

- Verbal or physical abuse of other students, faculty or staff
- Any activity that prevents other's use of the library for its designated purpose
- Eating and drinking. Food and drink are a hazard to library materials and equipment
- Using cell phones and personal music devices. These devices must be silenced upon entering the library as impeding the quiet study and research of others
- Loud talking and socializing. No talking is allowed in the reference room and the circulation section of the library at any time
- Leaving children under 14 unattended
- Taking items from the library without checking them out
- Damaging library material
- Soliciting other patrons for commercial, religious or political purposes
- Defying the authority of staff or faculty
- Sexual misconduct
- Disruptive or unsafe behavior

### **NOTE: Inspection of Possessions**

To prevent theft of library materials, library personnel might inspect possessions of all users as they exit the library. Entering an ECL Library implies consent that this inspection may occur. If a library user steals,

mutilates, or attempts to steal or mutilate any library materials or property, police will be contacted.

## ***Appendix 1***

### American Library Association's Library Bill of Rights

*The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.*

*I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.*

*II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.*

*III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.*

*IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.*

*V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.*

*VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.*

*Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.*

Source: <http://www.ala.org/advocacy/intfreedom/librarybill/>

## ***Appendix 2***

### An Interpretation of the Library Bill of Rights

#### Introduction

*Privacy is essential to the exercise of free speech, free thought, and free association. The courts have established a First Amendment right to receive information in a publicly funded library. Further, the courts have upheld the right to privacy based on the Bill of Rights of the U.S. Constitution. Many states provide guarantees of privacy in their constitutions and statute law. Numerous decisions in case law have defined and extended rights to privacy.*

*In a library (physical or virtual), the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf.*

*Protecting user privacy and confidentiality has long been an integral part of the mission of libraries. The ALA has affirmed a right to privacy since 1939. Existing ALA policies affirm that confidentiality is crucial to freedom of inquiry. Rights to privacy and confidentiality also are implicit in the Library Bill of Rights guarantee of free access to library resources for all users.*

### *Rights of Library Users*

*The Library Bill of Rights affirms the ethical imperative to provide unrestricted access to information and to guard against impediments to open inquiry. Article IV states:*

*“Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.” When users recognize or fear that their privacy or confidentiality is compromised, true freedom of inquiry no longer exists.*

*In all areas of librarianship, best practice leaves the user in control of as many choices as possible. These include decisions about the selection of, access to, and use of information. Lack of privacy and confidentiality has a chilling effect on users' choices. All users have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.*

*Users have the right to be informed what policies and procedures govern the amount and retention of personally identifiable information, why that information is necessary for the library, and what the user can do to maintain his or her privacy. Library users expect and in many places have a legal right to have their information protected and kept private and confidential by anyone with direct or indirect access to that information. In addition, Article V of the Library Bill of Rights states: “A person's right to use a library should not be denied or abridged because of origin, age, background, or views.” This article precludes the use of profiling as a basis for any breach of privacy rights. Users have the right to use a library without any abridgement of privacy that may result from equating the subject of their inquiry with behavior.*

### *Responsibilities in Libraries*

*The library profession has a long-standing commitment to an ethic of facilitating, not monitoring, access to information. This commitment is implemented locally through development, adoption, and adherence to privacy policies that are consistent with applicable federal, state, and local law. Everyone (paid or unpaid) who provides governance, administration, or service in libraries has a responsibility to maintain an environment respectful and protective of the privacy of all users. Users have the responsibility to respect each others' privacy.*

*For administrative purposes, librarians may establish appropriate time, place, and manner restrictions on the use of library resources. In keeping with this principle, the collection of personally identifiable information should only be a matter of routine or policy when necessary for the fulfillment of the mission of the library. Regardless of the*

*technology used, everyone who collects or accesses personally identifiable information in any format has a legal and ethical obligation to protect confidentiality.*

*Conclusion*

*The American Library Association affirms that rights of privacy are necessary for intellectual freedom and are fundamental to the ethics and practice of librarianship.*

Source: <http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/privacy>