

## **Levi Watkins Learning Center General Policies**

All library customers of the Levi Watkins Learning Center (LWLC) are expected to conduct themselves in a manner, which enables other customers and staff to accomplish their intended library tasks in a safe and orderly atmosphere. Library staff will listen to, and respond when appropriate, to complaints voiced by customers. Staff will take appropriate action when customer behavior causes disruption or unreasonable interference in the delivery or receipt of library services. Any staff member who witnesses illegal behavior will notify his or her immediate supervisor who will contact the police when necessary.

### **I. Code of Conduct**

This code has been developed to augment, and is consistent with, the Code of Student Conduct and Disciplinary Procedures in Non-Academic Matters, as published in the official student handbook of Alabama State University (ASU), *The Pilot*. These codes cover the internal and external areas of the LWLC (including courtyard and entrance/exit areas of the library).

**The following behaviors are in conflict with the mission of the LWLC Library and are cause for action by the library staff or a representative of the library staff:**

- Not allowing search of possessions when the security alarm has been activated upon exit.
- Opening emergency exits, except in emergency situations, or blocking emergency exits or aisles.
- Unauthorized use of the library computers as specified in ASU Code of Student Conduct.
- Refusing to show identification upon request of library staff.
- Bringing animals other than service animals inside the Library.
- Refusing to honor Library regulations regarding overdue items, materials recalled by the library and the payment of fines and/or fees for lost or damaged library materials.
- Concealing Library materials in the building for the exclusive use of an individual or group.
- Leaving personal materials and library books that have not been checked out unattended in stacks and study areas for extended periods of time or overnight.
- Refusing to abide by the policies set forth by ASU and the LWLC.
- Eating or drinking in the building, except in designated areas.
- No smoking, drugs or alcohol is allowed inside any area of the library, courtyards or patios.
- Being in an unauthorized area of the Library, or remaining in an area after its closing.

- Staying in the building when requested to leave during emergency situations or drills.
- Sharing an ASU ID, Consortium to allow unauthorized users entrance to the library.
- Damaging or abusing library properties.

## **II. Illegal behavior includes but is not limited to the following:**

- Harassment- Threatens or annoys another person by physical contact or abusive or obscene language (including inappropriate tone of voice) or follows a person in or about a public place.
- Drunk and/or Disorderly Conduct- Causes public inconvenience by fighting unreasonable noise, abusive or obscene language or gestures, threatening behavior, hazardous or physically offensive condition.
- Trespass- Knowingly enters or remains unlawfully on the premises.
- Theft (Larceny) - Wrongfully takes, obtains, or withholds the property of another.
- Criminal Mischief- Intentionally damages the property of another (includes vandalism and mutilating library materials).
- Assault- Intentionally or by reckless conduct causes injury to another person.
- Public Lewdness- Intentionally exposes the private parts of the body in a public place.
- Controlled Substances- Includes using, selling, or possessing controlled substances on library property, and entering library property while intoxicated or under the influence of illegal controlled substances. The use of alcohol is prohibited on library property.
- Abusive or Obscene Language or Gestures- Includes language or gestures that convey a sexually explicit message or are conveyed in a coarse or crude matter and any language that verbally abuses another individual.
- Loitering - Defined as a person who wanders around the library without apparent legitimate reason and disturbs other customers.
- The library reserves the right to require anyone who engages in disruptive behavior to leave the premises, the right to restrict privileges for a specified period of time, and the right to ban the individual from the library for a specified period of time or permanently.

In most cases, a staff member will notify the individual that he or she is in violation of the standards of conduct and will provide one verbal warning. Unlawful activities will be reported immediately to the police.

## **III. Electronic Devices and Loud Conversations**

Appropriate use of cell phones, pagers, and similar electronic devices as well as any other noise, such as loud conversations, should be governed by common sense and courtesy to others using the library to study.

Cell phones, pagers, and similar electronic devices must be set at silent ring only in the library.

Cell phone conversations should be limited to the Internet Café on the first floor or the stairwells.

The Fourth floor of the library is designated as the “QUIET ZONE” floor.

A group study room with a networked computer is available and should be used for group meetings only.

Please use a low voice when using a cell phone in the acceptable areas.

The library reserves the right to ask patrons to leave the building if they are using cell phones in restricted areas or disturbing others in any area of the library.

#### **IV. Children and Youth Policy**

All persons under the age of 16 must be accompanied by an adult in order to use the library, courtyards or patio. Staff and security officers can ask for identification to verify the age of a patron. Children cannot be left unattended in the Library while parents/guardians attend meetings. Youth that are disruptive or who are not studying can be asked to leave with the above policy, when not accompanied by adults, or they may be referred to the security officer on duty.

#### **V. Group Study Room Reservations**

In order to use a group study room, a student, faculty, or staff member will need to present a valid, current ASU Student ID at the Information Desk. Students must be enrolled for the current semester. To reserve a Group Study room, students sign in at the Information Desk.

#### **VI. Library Materials**

Library materials must be checked out in advance when using special events & group study spaces. Book bags may be requested for search when entering these spaces.

#### **VII. Food and Drink**

Foods and beverages will be allowed in the Internet Café only. Drinking water is allowed in public spaces when maintained in closed spill proof containers with sealable lids.

#### **VIII. Library Courtyard**

All ASU Students are expected to conform to the recognized standards of conduct, behave with decency, and dress appropriately while attending on and off campus functions and in academic settings, social events, extracurricular activities, and other public functions.

The following behaviors are in conflict with the mission of the LWLC Library and are cause for action by the library staff or a representative of the library staff:

- Vandalizing or defacing the Library buildings, furniture or equipment, or engaging in behavior that could do so.
- Bringing animals other than guide/assistance dogs inside the Library courtyard.
- Creating a disturbance or behaving in a manner which interferes with normal use of the Library (including rowdiness, noise, offensive interpersonal behavior).
- Removing or attempting to remove Library materials or property from the building without authorization.
- Smoking outside of designated areas.
- Refusing to abide by ASU and LWLC policies.
- Opening emergency exits, except in emergency situations, or blocking emergency exits or aisles.
- Refusing to show identification upon request of library staff.
- Playing loud music except approved events.

#### **IX. Pets**

No animals or pets are allowed in the Library with the exception of service animals.

#### **X. Parking**

All parking must adhere to the ASU Department of Public Safety's rules and regulations. Off campus visitors are responsible for obtaining a parking pass for persons attending an event/activity/meeting at the LWLC.

## **Levi Watkins Learning Center Policy Overview**

The Levi Watkins Learning Center (LWLC) allows Alabama State University students, administrators, organizations, faculty and staff, the use of spaces within the library. The LWLC provides access to space for uses consistent with the Library's mission, particularly the LWLC's responsibility to provide learning opportunities, research, scholarship and cultural activities. To be considered, all requests for the use of space must be made at least 5 business days prior to the scheduled activity and the use must follow the policies and procedures of the LWLC.

The LWLC reserves the right to evaluate whether a proposed activity is consistent with its mission. The LWLC also reserves the right to deny any requests for the use of space based on the nature of the intended activity as it relates to the intended purpose of the space.

### **Room Description/ Use**

Spaces on the first floor can be reserved by students, faculty, staff, administrators and the general public. These spaces lend themselves to culturally based programs, including lectures, symposia, book discussions, workshops, poetry reading and forums. The spaces include: the Front Steps, the Civil Rights Courtyard, the Art Gallery, the Lecture Hall, LWLC Conference Room, and the Café Patio.

Other spaces open for programming in the library include academic areas, solely designated for the purpose of teaching and learning. These spaces include: faculty development rooms, labs, studios and information commons. Spaces will be made available if all stated procedures are followed. Request for space will be prioritized based on its proposed uses.

Priority for space will be given to activities with an academic focus, activities proposed by University administrators or academic departments, activities proposed by student academic organizations and student social and service organizations. Finally, request from entities outside of the University will be given considerations based on how well the requests corresponds to the LWLC mission, availability and the nature of the activity. Request for recurring events are generally not approved for space reserved in the LWLC.

**Levi Watkins Learning Center  
Special Events Spaces  
Policies & Procedures**

**Reservations**

All reservations pertaining to the Front Steps, the Civil Rights Courtyard, the Art Gallery, the Lecture Hall, LWLC Conference Room, Seminar Room and the Café Patio must be approved by the Library Dean. To reserve these spaces, please contact the ASU Office the Facilities Coordinator (W-235 Acadome) at least 5 business days in advance of the event. You must receive written confirmation of approval prior to announcing the event.

- The availability of these spaces may be provided prior to submitting a facility request form. However, the room will not be booked/reserved until final approval of the facility request form.
- Groups will not be permitted to hold regularly scheduled meetings unless sponsored or cosponsored by LWLC or National Center staff.
- Upon adequate notice and for adequate reasons, the LWLC reserves the right to revoke permission to use of spaces in the LWLC.

**Cancellations**

The LWLC requires at least 24 hours notice of a meeting or event cancellation, except in the case of inclement weather. In unforeseen emergencies in which the library has to cancel a meeting, the library will attempt to give the group as much notice as possible.

**Responsibility/Liability**

Users of this space must comply with LWLC General Policies. The user must take full responsibility for the activity and must adhere to the Library's policies, rules and procedures. The library will not assume responsibility for security issues or loss of property in connection with the event or those in attendance. Campus organizations must have an advisor present for any function to take place in the LWLC.

**Capacity**

The number of attendees for all activities must not exceed the capacity (see below) of the reserved space.

SPACE	CAPACITY
Art Gallery	25-50
Café Patio	
Civil Rights Courtyard	

Front Steps	Unlimited
Lecture Hall	50-75
LWLC Conference Room (Rm. 270)	25-50
Seminar Room	20

### **Hours**

All activities must be held during Library hours. Events must end ½ hour before Library closing. All meetings scheduled in the LWLC Conference Room must be held during regular office hours (8 am – 5pm). Meetings must end ½ hour before the Administrative Office closing.

### **Recording**

Recording of activities including audio, filming, and photographs must be approved by the Library in advance. Recording is restricted to the area where the activity is held.

### **Media Equipment**

All media equipment needs must be requested in advance of the special event.

### **Food, Drinks, and Alcohol Beverages**

The Library must be notified in advance if food, drink will be available at the activity. Food provided must adhere to all state and federal health regulations. Food and drinks must be consumed only within areas approved for the activity. The Library assumes no liability for any food or drinks served and consumed at users' activities.

### **Publicity**

Groups may not state nor imply that the Library is sponsoring their meeting or event. Publicity announcing meetings should in no way imply Library sponsorship. Only those activities sponsored by the LWLC will be advertised by the Library.

### **Registration and Signage**

All activities must take place within the assigned area including registration. Signage or informational materials such as announcements and invitations must be approved by the ASU Publications Department. No tape or adhesive of any kind may be used on the walls or the furniture.

### **Security**

Security for activities is encompassed within the routine duties of the Library's Security Office to monitor and secure the building and its occupants. No admittance to events other than through the library's main front entrance unless approved in advance in order to protect the library security. Additional security needs and use of outside security persons must be cleared in advance with ASU Department of Public Safety.

## **Exhibitions**

Those requesting to exhibit in the Library must take full responsibility for the materials and persons involved in the installation, display, and removal of the exhibit. The Library provides no assistance in the installation and removal of the exhibit. The Library will not insure the exhibit and has no responsibility or liability for the theft or damage of materials on exhibit or injury of the persons who install and remove the exhibit.

Activities such as receptions, media coverage, and exhibit hours must adhere to the same rules, regulations, and procedures as all other activities in the space. Any exceptions must be documented in a written agreement signed by the Dean of the Library and the exhibitor.

## **Set-up and Clean-up**

The Library provides the following equipment to be set-up in/on the Front Steps, the Civil Rights Courtyard, the Art Gallery, the Lecture Hall, LWLC Conference Room, and the Café Patio: folding chairs, tables, podium, and microphone. If an alternative set-up is desired the user will be responsible for the physical arrangement of the space. All set up with furniture and equipment in the space must be returned to its original arrangement after an event. No tape or adhesive of any kind may be used on the walls or the furniture.

The user is responsible for cleaning the space at the close of the activity (remove food and paper, clean table tops, take down signs, and place trash in cans, etc) and advising Library of any damage to or problems with facilities, furnishings or equipment. All reserved spaces/rooms must be left in a clean and orderly condition. Failure to do so may affect future bookings.

## **Additional Policies**

### **Conference Room & Seminar Room**

The LWLC Conference Room and Seminar Room are available for small group meetings, seminars and workshops. These spaces are not available for the following:

- Classes conducted by instructors
- Study groups
- Administering examinations
- Non-library related groups soliciting or actively selling items or services
- Social gatherings, social clubs or social activities, unless approved by the Library Dean in advance

### **Civil Rights Courtyard**



The Civil Rights Courtyard is a part of the Levi Watkins Learning Center (LWLC) and is open to students, faculty, administrators, staff and the general public.

#### **All Visitors**

- The Courtyard is open during regular library operating hours
- The Courtyard is for repose and contemplation, please keep noise to a minimum and refrain from using phones in the garden area
- Any person visiting the Courtyard should be careful not to damage the foliage
- No smoking, drugs or alcohol is allowed inside any area of the library, courtyards or patios.
- Children (under 16 years old) attending and participating in activities must be under the supervision of an adult in the Garden

#### **Art Gallery**

##### **Art Shows**

- The Art Gallery is intended to provide an aesthetically pleasing space to display fine art
- The Exhibition Committee, of the LWLC has primary responsibility for displaying art in the Art Gallery
- The display of art in the Art Gallery may involve collaboration between the library and the National Center for the Study of Civil Rights and African American Culture
- Other on-campus organizations and divisions can apply to have an art show considered for exhibition in the Art Gallery
- Request to have art displayed in the Art Gallery can be made at the Administrative Office on the second floor of the library
- The Exhibit Committee will convene to determine if the proposed art exhibit warrants
- The Exhibit Committee will make a recommendation to the Dean of the Library, and the Dean of the Library will make the final decision
- A new art exhibit will be hung for 4 months

##### **Receptions & Special Events**

Art Openings, receptions and other special events will follow the policies for “Special Events Spaces.”

**Levi Watkins Learning Center  
Teaching & Learning Spaces (Faculty)  
Policies and Procedures**

**Room Description/ Use**

The Levi Watkins Learning Center (LWLC) provides flexible Teaching & Learning Spaces to support teaching, learning and research at Alabama State University (ASU). The Teaching & Learning Spaces for Faculty include: faculty research & development rooms, guest research rooms and information commons. These spaces in the LWLC are ideal for ASU faculty to conduct research, to facilitate informal classes and to host small group meetings and seminars.

**Reservations**

To reserve a Teaching & Learning space, ASU faculty can complete an online reservation request form at least **5 business days** in advance. (EXCEPTION: Requests for Faculty Research Rooms are due during the first week of classes of each semester.) You must receive written confirmation of approval.

**Cancellations**

The LWLC requires at least 24 hours notice of a meeting or event cancellation, except in the case of inclement weather. In unforeseen emergencies in which the library has to cancel a meeting, the library will attempt to give the group as much notice as possible.

**Responsibility/Liability**

Users of this space must comply with LWLC General Policies. The user must take full responsibility for the activity and must adhere to the Library's policies, rules and procedures. The library will not assume responsibility for security issues or loss of property.

**Hours**

All research, teaching and learning activities must be held during Library hours. Classes must end ½ hour before Library closing..

**Capacity**

The number of users for all activities must not exceed the capacity (see below) of the reserved space.

SPACE	CAPACITY	TIME LIMIT
Faculty Development Room 4 <sup>th</sup> floor	10	3 hours
Faculty Research Rooms 3 <sup>rd</sup> floor	1	3 hours or 1 semester
Faculty Group Study Room	8	3 hours

3 <sup>rd</sup> floor		
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SPACE	CAPACITY	TIME LIMIT
Guest Research Office 3 <sup>rd</sup> Floor	1	1 day
Information Commons 3 <sup>rd</sup> Floor	15-20	3 hours
Information Commons 5 <sup>th</sup> floor	15-20	3 hours
Seminar Room 3 <sup>rd</sup> Floor	20	3 hours

### **Library & Personal Materials**

Library materials must be checked out in advance when using this space. Book bags may be requested for search when entering this space. Personal materials and library books may NOT be left unattended in the group study or individual research rooms while in class, for extended periods of time, or overnight.

### **Media Equipment**

All media equipment needs must be handled in advance by the library's media staff. The library will not assume responsibility for media needs at the time or during the event. The Administrative Office staff is not responsible for requesting this equipment and Library staff is not available to run AV equipment during meetings or events.

### **Additional Policies**

#### **Faculty Development Room, Faculty Group Study Room, Seminar Room & Information Commons (3<sup>rd</sup> & 5<sup>th</sup> floor)**

- Faculty Development, Faculty Group Study and Seminar rooms priority usage is for groups of 3 or more people with proof of advance reservation. Rooms may not be reserved or "held" for one person only.
- Groups with reservations must have proof of confirmation. Print out your confirmation email and bring it with you to show you made a reservation.
- Group study room users without reservations must leave when requested by a group with proof of valid reservation.
- Rooms cannot be reserved or held by placing personal belongings in them. Unattended items will be removed.
- Seminar room is available for workshops and seminars.

#### **Faculty Research Rooms & Guest Research Office**

- Three Faculty Research Rooms (3<sup>rd</sup> floor) can be reserved by completing an online reservation request form due during the first week of classes of each semester. Faculty can choose to reserve these research rooms on a weekly, monthly or semester basis. Faculty must receive written confirmation of approval. Faculty research rooms have a desk, chair and network connection. Upon approval, keys will be assigned in the LWLC Administrative Office.
- Two Faculty Research Rooms are available on a first come first serve basis. Rooms will remain unlocked.
- One Guest Research Office (4<sup>th</sup> floor) can be reserved by completing an online reservation request form. Upon approval, guest researchers from other institutions will be granted guest access to LWLC databases and collections.
- Research materials and checked out library books can be left in reserved Faculty Research Rooms and the Guest Research Office. However, the LWLC will not assume responsibility for security issues or loss of property.

**Levi Watkins Learning Center  
Teaching & Learning Spaces (Students)  
Policies and Procedures**

**Room Description/ Use**

The Levi Watkins Learning Center (LWLC) provides flexible Teaching & Learning Spaces to support teaching, learning and research at Alabama State University (ASU). The Teaching & Learning Spaces for Students in the LWLC are ideal for ASU students to conduct research, to facilitate study groups, and to develop/collaborate on presentations. These spaces include:

**Multimedia Presentation Studio:** ASU students can work individually or in small groups to create/view DVDs and to develop/collaborate on presentations.

**Individual & Group Study Rooms:** ASU students can work individually or in small groups to develop/collaborate on presentations, assignments and research.

**Graduate Research Lab & Carrels:** ASU graduate students can work individually or in small groups to develop/collaborate on presentations, assignments and research.

**Reservations**

To reserve a Teaching & Learning space, students, faculty, or staff members can reserve a room at the Information Desk with a valid ASU ID. Students must be enrolled for the current semester. Users will receive a reservation card as proof they have appropriately reserved the room. Return card to the Information Desk and sign out. Individual study rooms are first-come first served.

**Responsibility/Liability**

Users of this space must comply with LWLC General Policies. The user must take full responsibility for the activity and must adhere to the Library's policies, rules and procedures. The library will not assume responsibility for security issues or loss of property.

**Hours**

All Teaching and Learning spaces are only available during the hours the Library is open. **All rooms must be vacated 10 minutes prior to closing.**

**Capacity/Time limit**

The number of users for all activities must not exceed the capacity (see below) of the reserved space. Students, faculty and staff of ASU may reserve these spaces for up to 3 hours. Based upon availability additional time may be scheduled.

SPACE	CAPACITY	TIME LIMIT
Individual Study Rooms	1-2	n/a
Group Study Rooms	4-10	3 hours
Multimedia Presentation Studio		3 hours
Graduate Research Lab	12	3 hours

### **Library & Personal Materials**

Library materials must be checked out in advance when using this space. Book bags may be requested for search when entering this space. Personal materials and library books may NOT be left unattended in the individual or group study rooms, graduate research lab or the multimedia presentation studio while in class, for extended periods of time, or overnight. Materials and personal items left unattended will be removed. Library books that are not checked out will be returned to the stacks.

### **Set-up and Clean-up**

Do NOT add or remove furniture from the individual or group study rooms, graduate research lab or the multimedia presentation studio. The user is responsible for cleaning the space before leaving to preparation for the next person. All reserved spaces/rooms must be left in a clean and orderly condition. Failure to do so may affect future use of the space.

### **Additional Policies**

#### **Multimedia Presentation Studio**

- No food or beverage is allowed in the Multimedia Presentation Studio.
- Multimedia Presentation Studio and equipment are available for teaching and learning activities only.
- The Multimedia Presentation Studio is not intended for commercial or entertainment use.
- Users may bring their laptop computer for use in the Multimedia Presentation Studio or one can be checked out from the LWLC information desk.
- Users requesting access to the Multimedia Presentation Studio accept full responsibility for equipment and activities within the room.
- Requesters may be assessed fees for damaged or missing equipment in the Multimedia Presentation Studio. An LWLC staff member should be notified immediately in the event of equipment malfunction or failure.

### **Individual Study Rooms**

- Individual Study Rooms are available on a first come first served basis.
- Occupancy is limited to one person for individual rooms & two people for double occupancy rooms. (See Study Room Policy posted on the door).
- Keep the noise down so as not to disturb others.

### **Group Study Rooms & Graduate Research Lab**

- Group study room priority usage is for groups of 2 or more people.
- **At least two group members must be present when the room is checked out.** Rooms may not be reserved or “held” for one person only.
- There is a 15-minute grace period for reservations. If the group (2 or more people) is not present within the grace period, the reservation is invalid, and another group may use the room.
- Group study room users without reservations must vacate the room when requested by a group with proof of valid reservation.

**Levi Watkins Learning Center  
Digital Production Labs  
Policies and Procedures**

**I. Room Description/ Use**

The Levi Watkins Learning Center (LWLC) provides the Digital Production Lab for ASU students to create audio/video productions, websites, graphic designs, and to perform scanning activities.

**II. Access**

The LWLC Digital Production Lab is available for use by students, faculty and staff of ASU. Computers are available on a first come, first served basis.

**Digital Lab Policies**

The Digital Production Lab is available to students, faculty, and staff on a first come, first served basis.

No food or beverages are allowed in the Digital Production Lab

The Digital Production Lab and equipment are available for teaching and learning activities only.

Resources within the Digital Production Lab should not be used for commercial or entertainment purposes.



## **Levi Watkins Learning Center Archive Policies**

### **Room Description / Use**

Alabama State University (ASU) Archives is open to students, faculty, administrators, staff and the general public. The archives exist to identify and acquire, organize and preserve collections, particularly primary source materials that document the history and the internal operations of ASU. It is also the goal of the Archives to develop and catalog materials that will preserve and make accessible for study, resources relating to the people, aims, strategies, and achievements, of the modern civil rights movement, paying particular attention to those areas where civil rights activism intersects the history of ASU, and in those instances where material connect the local movement to wider civil rights initiatives. Finally, the ASU Archives will collect materials that reflect the cultural expressions of African Americans, particularly the people of Alabama.

- **All Visitors**

Any patron visiting the Archives should be instructed to review the Archive Regulations located at the Archive Reference Desk and adhere to its directives.

- **Researcher Appointments**

Persons planning to visit the archives should make an appointment. If the patron indicates the specific material or collections they are interested in, that material should be retrieved and placed in Storage Room 258, the day before the patron arrives.

- **Student Visitors**

If a person visits the ASU archive and wishes to talk to the archivist or another staff member on matters not related to the archives they should be directed to have a seat in just outside of the archives, and then the archivist or the requested staff member should be informed.

- **Researcher**

If a researcher visits the archives without an appointment, he or she will be instructed to read archive regulations, show identification and fill out a researcher form. The assistant will familiarize the patron with the archival area and show the patron the archival physical and electronic finding aids. The assistant will then review the request with an archival staff member. If the patron needs to consult with the archival staff person, the assistant will direct the patron to the Viewing and Research Office 256, and then the archivist or another available staff member should be informed.

- **Handling Documents**

Materials in the archives are valuable and often fragile. Please use the utmost care when handling historic materials

- **Photocopying Documents**

Patrons will not be allowed to copy materials from some archival collections. In these instances an archival assistant will make the copies for the patron. Archival workers will be instructed on how to properly photocopy documents during the fall orientation. Please refer to the archival procedural manual for additional details on how to properly copy archival documents.

- **Conduct in the Reference Room**

- Please keep noise in the archival area to a minimum
- Please refrain from using phones in the reference area
- The primary focus of the archival area is research, patrons interested in activities other than research, reading, or study should be directed to another part of the library

- **Food Policy**

No food and or drink is allowed in the archives