

Wheat Law Library Code of Conduct for Library Users

Document Type: Policy

Responsible Unit: Wheat Law Library, University of Kansas School of Law

Applies To: All users of the Wheat Law Library facilities, services, collections, electronic resources, and equipment

Campus: Lawrence

Approved By: Director, Wheat Law Library

Approved On: February 11, 2026

Effective On: February 12, 2026

Review Cycle: Annual (or as needed)

Purpose

The Wheat Law Library supports the teaching, learning, and research mission of the University of Kansas School of Law. In the interest of protecting the rights of all users and to provide an environment suitable for pursuit of scholarly activities, the Wheat Law Library has enacted a Code of Conduct for Library Users. This Code of Conduct supplements existing University and other Library policies and provides guidance for all library users. Library users must ensure their use of library facilities, services, collections, electronic resources, and equipment does not infringe on or disrupt the work, research, and use by other library users. The Code of Conduct is designed to encourage maintenance of a positive and productive learning environment in which all persons treat each other with respect and courtesy.

Applies To

All users of the Wheat Law Library facilities, services, collections, electronic resources, and/or equipment including: 1) Currently enrolled KU Law Students; 2) KU Law Faculty (including Lecturers), Unclassified Academic Staff, Unclassified Professional Staff, University Support Staff, and Affiliates (including Emeritus and Retirees) currently in active or leave status HR records; 3) Resident and Reciprocal library users; 4) Visiting Scholars; and 6) all other visitors including but not limited to attorneys and members of the public.

Policy Statement

I. Wheat Law Library's Commitment to Our Users

A. The Wheat Law Library is committed to providing the highest level of service, access, and instruction to all library users.

B. The Library's primary mission is to serve the Students, Faculty, and Staff of the University of Kansas School of Law.

II. Expectations for Users of Copyrighted Materials and Licensed and Other Electronic Resources

A. Protect the privacy of your KU Online ID and Password, and do not share this access with other individuals.

B. Library users are expected to respect the rights of copyright owners and, when appropriate, to obtain permission from owners before using or copying protected material.

C. Use electronic information resources for educational and research purposes only in an ethical and lawful manner. Electronic information resources are not available for commercial or other for-profit purposes.

D. All patrons using online and internet resources are expected to show common courtesy and respect for the privacy and sensibilities of others and to avoid accessing illegal forms of expression.

E. The Wheat Law Library's collection and services are developed for an adult audience, and the libraries offer open access to a number of electronic resources as well as the Internet. Use of the resources is not monitored by library staff. In all cases in which non-KU students under the age of 18 are using these resources, parents, guardians, and other adult care providers are responsible for overseeing and supervising the minors' use of the Library. For the purposes of this policy, currently enrolled KU Law students are considered adults.

III. Acceptable Use of the Internet on Public Workstations

A. For the purposes of this policy, public workstations include:

1. Public Workstations requiring the KU Online ID and Password for login.
2. Community Access Workstations that do not require the KU login.

B. The Wheat Law Library provides open access to the internet to authorized users for academic and educational purposes. Academic freedom in teaching research and the right of freedom of speech are fundamental principles of the Wheat Law Library.

C. Accessing and viewing controversial material is protected speech. Constitutionally protected speech is all speech not explicitly denied such protection, e.g., libel, child pornography, true threats, incitement to imminent violence, fighting words, unlawful, targeted harassment, etc.

D. The Wheat Law Library's support of the First Amendment also extends to the endorsement of the American Library Association's Library Bill of Rights, which supports access to information and opposes censorship, and/or restricting access to information.

E. This policy upholds the individual's right to privacy, and staff do not monitor content or censor access to materials that others may find offensive.

F. Users should strive to be sensitive to the diverse population accessing University computers and treat others with dignity and respect.

IV. Library Borrower Responsibilities

A. Library borrowers should familiarize themselves with access, circulation, and request services, policies, and procedures.

B. Borrowing, Renewing, and Returning Library Materials.

1. Come to the Wheat Law Library prepared to present a valid KU Card or government issued photo. These forms of identification are not transferable and should not be loaned to others.

2. Follow appropriate procedures to check out library materials before removing them from the library.

- Borrowers are responsible for what they check out, for keeping track of due dates, for renewing and/or returning items on time in the same condition as when they were checked out, and for monitoring and responding to library notices.
- KU items are subject to recall at any time and will need to be returned within 14 days of the first recall notice date to avoid losing borrower privileges.

3. Do not re-shelve library materials, including items a borrower has checked out.

C. Maintain Email and Postal Mailing Address Information.

1. Keep your email and postal mailing addresses up to date with the University. The Wheat Law Library assumes no responsibility for undeliverable or misdirected notices.

2. Library users must ensure that email from ku.edu email addresses is not diverted to junk or spam quarantine files.

3. KU Law Students, Faculty, Staff, and Affiliates who do not use their KU email account must be certain to create appropriate forwarding settings from the KU account.

D. Payment for Library Fees, Lost Item, and Damage Charges.

1. Timely payment of accrued library charges is expected.

- KU Law Students, Faculty, Staff, and Affiliates may pay in person at the Wheat Law Library Checkout Desk or by mail.

2. Payment of library charges is the responsibility of the borrower regardless of being away from campus or out of town, unread email, never received notices, etc.

E. Report Lost or Stolen Cards.

1. A borrower is financially responsible for all material checked out using the borrower's card.

2. If your KU Card has been lost or stolen, you must deactivate it immediately to prevent unauthorized use.

V. Care and Handling of Library Materials

A. All library users can help extend the life of the Wheat Law Library's collections by following these guidelines:

1. Protect borrowed materials from rain, dampness, sun, heat, pets, and smoking and tobacco products.

2. Handle books carefully, especially when photocopying or scanning.

3. Mark your place with a bookmark; do not bend corners of pages or use tape, sticky notes, paper clips, or other objects.

4. Take notes rather than using highlighters, underlining, or writing in the margins of the Library's books and periodicals.

5. Avoid eating snacks and drinking beverages while handling or working around library materials.

B. Please notify the library staff if you discover a book that needs repair.

VI. Expectations for Library Users of Equipment and Facilities

A. The facilities of the Wheat Law Library are intended for research and study, to support the mission of the Law School, and to preserve and protect the collections and resources

for future users. Expectations of library users include, but are not limited to, the list provided here.

B. After hours access to library facilities and weekends requires status as a current KU Law Student, Faculty, or Staff. Access at these times will be through the front doors facing 15th Street using your KU Card. Individuals not affiliated with KU Law will be asked to leave the facility.

C. Library patrons cannot enter staff work areas without permission or appointment.

D. Follow all instructions provided for use of library equipment including computer workstations, scanners, laptops, printers, microform readers, and all other electronic devices.

E. Food and drink policy requires beverages be covered and non-messy foods must be kept at tables and study carrels. Users must clean their areas. Library users are asked to help maintain a clean, pest-free environment, and to aid in the preservation of library collections and equipment.

F. Please wear appropriate clothing and shoes while inside the library.

G. The study carrels, tables, and seating on the First, Fourth, and Fifth floors are reserved for students, faculty, and staff use on a first-come, first served basis. The public is to use the tables and seating located on the Second floor when available. All personal items must be removed before the Library closes each day.

H. The Wheat Law Library is not responsible for personal items. Items left unattended for an extended period may be removed by library staff. Items will be kept at the Circulation Desk until the end of the semester when they will be donated.

I. All library users are expected to leave library buildings at closing time, and when an evacuation alarm has sounded or is announced. In the case of a severe weather-related watch or warning, all users are expected to follow instructions provided. Announcements and instructions will be provided by the KU Alert system, and/or by KU Police Department personnel.

VII. Noise Policy

A. The Wheat Law Library is committed to providing a welcoming environment that is conducive to a variety of study needs. Noise should be kept to a minimum throughout the library, and the guidelines outlined here are strictly enforced.

B. The Fourth Floor is designated as a Quiet Study Area. Conversation and phone use are not permitted.

C. Group Study is permitted in all places that are not designated Quiet Study areas. However, conversations should be kept at a low volume. Students may reserve group study rooms.

D. Cell phones must be turned off or set to silent mode inside the library. If you must use your cell phone to make or receive calls, please go to one of the cell phone friendly areas, such as a study room or stair well, keep it brief, and at a low volume.

VIII. Prohibited Conduct

A. Prohibited behaviors include, but are not limited to:

B. Being under the influence or the consumption of alcoholic beverages or drugs of any type is prohibited.

C. Pets are not allowed in the Wheat Law Library. An owner-accompanied service animal is permitted in the Library as a reasonable accommodation to assist the owner.

D. Smoking, and use of tobacco products, electronic cigarettes and similar devices, are not permitted in any library.

E. Behavior that interferes with normal use of the libraries is not allowed. Examples of unacceptable behavior include, but are not limited to:

1. Excessive noise from loud voices, cell phones, and personal listening devices.
2. Rowdiness.
3. Inappropriate use of equipment and computers.

F. Behaviors that are inappropriate in library facilities are not allowed. Examples of inappropriate behavior include, but are not limited to:

1. Exhibit of any threatening or intimidating behaviors, *e.g.*, abusive language, threats of violence, or any other type of unlawful, targeted harassment.
2. Use of library space for prolonged or habitual sleeping or as living quarters.
3. Use of restroom facilities for purposes other than which they are intended.
4. Posing a sanitary, health, or safety risk to self or others, including offensive body odor.
5. Engaging in sexual harassment or overt sexual behavior.

G. Misuse, misappropriation, or damage to library collections, resources, furniture, buildings, or equipment is not allowed.

IX. Weapons Policy in Wheat Law Library

A. The Wheat Law Library complies with all policies outlined in University policies on weapons, including firearms. These include:

1. University of Kansas Policy on Weapons, including Firearms - Effective July 1, 2017.
2. Lawrence Campus Implementation Procedures for the University-Wide Weapons Policy and the Kansas Board of Regents Weapons Possession Policy. Types of weapons are identified in the Definitions section of the aforementioned policy.

B. All library staff interactions with library patrons will be conducted in compliance with Kansas law, Kansas Board of Regents policy, and University policies and procedures. Library patrons should be aware that:

1. If library staff see a weapon, KU Police Department will be notified.
2. KU does not provide publicly-available secure storage for concealed handguns. Lockers located in multiple library locations do not provide secure storage for weapons of any type.

X. Consequences of Failure to Comply with Code of Conduct for Library Users

A. Library users who fail to meet the expectations outlined in this code, who fail to use copyrighted materials and electronic resources in appropriate ways, or who engage in prohibited behaviors, will face disciplinary or legal action to be taken in accordance with the laws of the State of Kansas and University and Law School policies.

B. Users engaged in activities that are illegal or that disrupt the work of other library users will be asked to cease that activity and may be reported to the KU Police Department.

C. Library users found to be in violation of the Code of Conduct for Library Users may be asked to present identification. Individuals whose behavior causes complaint, either from library users or from library staff, will be asked to refrain from the inappropriate behavior and may be asked to leave the library premises if they refuse to comply. If necessary, the KU Police Department will be called to assist. If the offense is determined to be of a serious enough nature, or where a user repeatedly engages in inappropriate behavior, the user may be banned from the Wheat Law Library.

D. The responsibility for appropriate use of copyrighted, licensed, and other electronic resources lies with the user. The University may suspend delivery of services to any individual found to be in violation of its policies.

E. Suspension of access to checkout and request privileges.

1. Library borrowing and request privileges, including checkout of circulating collections, and use of request services (when requestor is eligible) including Recalls, Retrieve from Shelf, TripSaver, Home Loan Delivery, and WebRetrieve (interlibrary loan) are suspended if the library user:

- Accumulates a total of \$80 or more in unpaid library charges.
- Is no longer enrolled at or employed with the University.
- No longer has a valid KU Library Borrower Card.

2. Proxy borrower and request privileges will be suspended if the combined total due from the sponsor and all proxies equals \$80 or more, or if the sponsor is no longer enrolled at or employed with the University.

F. Unpaid charges are turned over to Student Account Services for collection. Failure to pay will result in the placement of holds on enrollment, referral of unpaid charges to collection agencies, and/or garnishment of paychecks, state income tax refunds, etc.

G. Enforcement of the Wheat Law Library Code of Conduct for Library Users will be conducted in a fair and reasonable manner. Concerns regarding the implementation and enforcement of the Code may be directed to the Director of the Wheat Law Library.

XI. Theft and/or Intentional Mutilation or Damage to Library Collections, Equipment, and/or Facilities

A. As a deterrent to theft and intentional mutilation of library collections, equipment, and/or facilities, and as a means to recover the cost of resulting loss and damage, the Wheat Law Library will prosecute persons who:

1. Willfully damage library collections, equipment, and/or facilities.
2. Intentionally misplace library collections, equipment, and/or items located in library facilities so as to deprive others of their use.
3. Willfully and without authorization take or attempt to take library collections, equipment, and/or items belonging to the library facility from the library.
4. Fail to return checked out library collections or equipment with the result of depriving others of their use.

B. To provide appropriate application of penalties against individuals charged with these offenses and to ensure protection of rights in such cases, the Wheat Law Library evaluates all circumstances and determines whether to pursue discipline under KU's Code of Student Rights and Responsibilities (Student Code), or criminal, and/or civil charges.

Contact

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Lawrence, Kansas