

## Mayo Clinic Libraries & Historical Units Code of Conduct

*This Code of Conduct ensures the security, rights, and privileges of library and historical unit visitors and staff. The code supports a professional and safe learning environment and describes the proper use of physical spaces and materials.*

### Expectations

- Patrons will adhere to Mayo Clinic's Mutual Respect Policy.
- Patrons will follow Mayo Clinic safety policies including use of prohibited electrical appliances.
- Patrons will abide by Mayo Clinic's Respiratory Etiquette Policy (e.g. cover your cough, etc.).
- Patrons will follow fire and severe weather warning events and drills including vacating a space if necessary.
- Patrons will wear Mayo Clinic identification badges or visitor badges when onsite.
- Patrons will set cell phones to vibrate/silent and take calls out of the library or historical unit space.
- Patrons will be responsible for the care and timely return of materials checked out to them.
- Patrons will leave the space tidy after use (clean up any trash, spills, personal items, etc.).
- In locations where children are welcome, patrons will supervise children and comply with the Code of Conduct.
- Large study rooms are designed for groups rather than individuals. Advanced reservations by groups will take priority over all non-reservation uses.

### Unacceptable Behaviors

- Holding loud conversations or demonstrating disruptive behaviors (i.e., snoring, yelling, using profanity, etc.).
- Playing audio from a device without headphones in designated quiet areas.
- Conducting interactive virtual meetings at open workstations in spaces other than the Patients' Libraries.
- Removing library or historical unit equipment or property without authorization from library staff.
- Opening emergency exits except in the case of an emergency.
- Leaving personal items unattended. The library or historical unit is not responsible for theft or vandalism.
- Monopolizing or obstructing space, seating, tables, staff time, or equipment to the exclusion of others.
- Using the library or historical unit as a backdrop for projects, audio recording, video recording, photography, and other such activities without prior permission from library administration.
- Bringing animals into libraries and historical units, excluding service animals.
- Damaging library furnishings or materials.
- Displaying or distributing flyers, announcements, and brochures in library or historical unit spaces.

### Enforcement

Refusal to adhere to this Code of Conduct may result in the following:

1. Patron(s) will be given a documented verbal warning.
2. Patron(s) will be instructed by library, historical unit, or Security to leave the library, and/or
3. Library and historical unit administration may contact Security or the patron's supervisor, and/or
4. Library and historical unit administration may temporarily or permanently revoke use privileges.