**Library Code of Conduct**
*Effective as of: 01.30.2026*

*American University of Armenia*
*Policy for Publication*
*Policy Number: LIBR20150001*

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The AGBU Papazian Library seeks to provide the best possible environment for research and study. Library users are expected to adhere to the following Code of Conduct and contribute to the creation of an environment of mutual respect and cooperative learning. Library staff have the authority to maintain order in accordance with the below policy.

**Conduct in the Library**

1. The Library is a multi-zone space consisting of the following:
    a. Whisper Zone (Reading Room 1) – This zone is for work done with minimal talking and noise.
    b. Silent Zone (Reading Room 2) – This zone is for silent work with no talking or noise.
    c. Collaborative Zone (Flo Thomasian Speck Collaborative Study Space (CSS)). – This zone is for collaborative work and free discussion. For specific regulations regarding use of the Flo Thomasian Speck Collaborative Study Space, please see the Rules and Regulations.
2. Activities that interfere with the quiet use of the Library study spaces are prohibited.
3. Online calls and meetings may only be conducted in one of the seven Library study rooms or in the Collaborative Zone, and must always be done with headphones.
4. Cellular phones must be put on silent mode upon entering the library. All phone conversations must be done outside of the Library.
5. It is prohibited to leave your belongings and/or occupy a seat in the Library using your belongings while you are not there. Items left unattended may be removed. The Library is not responsible for any personal items lost, stolen or damaged.
6. Conduct that disrupts Library users or staff, or interferes with Library activities is prohibited. Disruptive behavior is defined as behavior that materially and substantially interferes with or obstructs the learning and/or working process in the Library for both patrons and staff, or otherwise chronically threatens, scares others, or disturbs social and community rules in place.
7. Harassment or disrespectful behavior toward Library users or staff will not be tolerated.
8. Filming or video recording inside the Library without prior permission is prohibited.

**Eating and drinking in the Library**

1. Drinks are allowed in the Library as long as they are in spill-proof mugs or plastic bottles with a secure cap or lid. No open containers are allowed.
2. Food is not permitted in the Library.

**Use of facilities, equipment and materials**

1. Defacing Library materials by marking, highlighting or removing pages or any other destructive activities that damage equipment, materials or facilities are considered acts of vandalism, punishable according to the University's policies.
2. Unplugging Library computer workstations is prohibited.
3. Removing furniture from the Library is prohibited.
4. Blocking walkways or aisles with personal items or equipment is prohibited
5. Playing computer games or watching sporting matches for entertainment purposes with Library computers is prohibited.
6. Commercial or unauthorized instructional activities (including but not limited to tutoring for pay) are prohibited in the Library.
7. Library computer stations are reserved for those students without their personal laptops. Students using their personal laptops at computer stations will be asked to move.
8. Users who require special accommodations should contact or approach Library staff.

Individuals who fail to comply with these rules will be given a warning or asked to leave the Library, based on the severity of the offense. When handling disruptive behavior, Library staff have the right to request a student's ID card or otherwise identifying information, report the student's behavior to their Program Chair, or consult directly with University Administration, after which the student is subject to disciplinary action in accordance with University policies. Should a student fail to comply with requests from Library staff, campus security may be involved.

**Related Documents**

**Rules and Regulations**

**Student Code of Conduct**

**Computer and Network Use**