Library Policies

Purpose

The University of Texas Medical Branch Moody Medical Library strives to be a safe, pleasant, and quiet place for research and study. Library users and staff are expected to conduct themselves in compliance with the guidelines below, which are considered appropriate standards within a research library environment.

The Library makes computers in public areas available to students, faculty, staff and the general public to provide access to library collections and other information resources to support the University’s education, research and patient care missions. The intent of these policies is to ensure that facilities and resources are used most effectively to benefit the greatest number of academic users.

General Library Use Guidelines

- Users should refrain from loud conversations and from any activity that may disturb other library users.
- Library furniture should not be moved.
- Use of library study rooms is limited to UTMB faculty, staff, and students.
- Children under 16 years of age must be managed and under the supervision of an adult at all times.
- UTMB is a non-smoking institution and smoking is prohibited anywhere on the UTMB campus.
- Animals, except those who aid the physically disabled or are hired for services by Library Administration, are not allowed in the library.
- If approved by Library Administration, posters and hand-bills may be placed in the library.
- Bicycles and other personal transportation devices, except those which aid the disabled, are not permitted inside the building.
Computer Use Guidelines

- UTMB students, faculty and staff have no limits to computer use.
- Unaffiliated users (those without a UTMB badge or email user name and password) are limited to two hours within a 24-hour period. Government issued photo identification is required at the service desk and a staff member will use a guest login to provide access to the visitor. In periods of high demand, student, faculty and staff need for computers will receive first priority.
- Children under the age of 16 must use the same computer assigned to their accompanying adult. The accompanying adult is responsible for the child’s use of the Internet.
- The UTMB Guest wireless network is available to unaffiliated users. Users are required to register their device after connecting by opening a web browser and following the simple on-screen instructions.
- Computer users may not install software on the public computers.
- All computer users will comply with all UTMB policies and procedures, state and federal laws including copyright and resource licensing terms. ([https://www.utmb.edu/policies_and_procedures/](https://www.utmb.edu/policies_and_procedures/)). Those not in compliance may be subject to legal, disciplinary or other appropriate actions including the loss of the use of the computers.
- The library staff will determine appropriate computer use and interpret and enforce policies.

Compliance

Library users who violate the guidelines will be asked to comply or leave the premises. If necessary, the University Police will be called to assist in the enforcement of these standards.