TREXLER LIBRARY USE POLICIES

DeSales University students, faculty, and staff as well as community members are required to adhere by all Trexler Library Use Policies.

NOISE POLICY
- Trexler Library is committed to providing an environment that is conducive to study as well as welcoming to all users. All library staff and users of the library should respect the rights of others and refrain from making excessive noise while using the University Library.
- If users are disturbed by excess noise, including but not limited to loud conversations, cell phone use, or music, please speak to a Trexler Library staff member. The library staff reserves the right to ask individuals to leave the library if the noise levels remain high after requests to quiet down.

CELL PHONE POLICY
- Audible ringers should be turned off on cell phones and other devices on entering Trexler Library.
- Please use the enclosed area between the entrance doors on the first floor to make or receive phone calls.
- All library personnel are authorized to request that disruptive use of cell phones or other electronic devices be discontinued immediately.

UNATTENDED ITEMS POLICY
- For your protection, valuables should never be left unattended while at the library.
- Any personal property which is left unattended for two or more hours will be stored for safety reasons in a locked space behind the circulation desk. At library closing, any items not already retrieved by their owner will be sent to Police and Public Safety.

FOOD AND DRINK POLICY
- Library users are permitted to have covered drinks and snacks throughout the library. Users are expected to act courteously and responsibly.
- Please clean up any spills or crumbs, report any large spills, dispose of trash and recyclables, and be conscious of excessive noises or smells.
- The Trexler Library staff reserves the right to ask users to remove their food or drink if it disturbs other users or causes damage to the library.
ROOM BOOKINGS

- **Study Rooms**
  Use of study rooms is restricted to current DeSales students, faculty, and staff. For this reason, you are required to use your DeSales email address (@desales.edu) to reserve the room. Each individual may reserve a study room for up to two hours per day. Reservations may be made up to thirty days in advance.

- **One Button Studio**
  The One Studio may not be booked and used as a study space. It is designed to be used for recording purposes only. Users utilizing the space as a study space will be asked to leave.
  You may book the One Button Studio for two hours per day, up to one month in advance. Only four individuals may use the One Button Studio at a time.
  The One Button Studio is located on the second floor of the library near the elevator. After reserving the room, go to the Circulation Desk and check out the key. You will need to have a usb drive. You can purchase one at the Circulation Desk for $4.00.