

5-13-2014

## Quiet zones (May 2014, revised: February 2016) : NPML Guideline--012

Nelson Poynter Memorial Library.

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**Subject:** *Noise Guidelines*

**Functional Area:** *Research & Instruction*

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## **I. INTRODUCTION (Purpose and Intent)**

The mission of the Nelson Poynter Memorial Library is to support research, study, learning, and collaboration. The public areas of the library have designated noise levels to accommodate all types of study and research styles. Library users are expected to respect the noise designations to allow all researchers to enjoy an optimum learning environment.

## **II. STATEMENT OF POLICY**

Audio players may only be used with earphones and the volume must be set at a level that will not disturb those nearby. Cell phones should be set to vibrate. Cell phone conversations should be conducted on one of the lower floors where conversations are allowed or in the restroom vestibules. Study rooms are not soundproof. Groups working collaboratively in these rooms should keep noise to a minimum to avoid disrupting other researchers in the area.

The first floor space promotes collaborative work. A certain amount of continuous noise may be expected around the public service desks, the computer commons, the printers, and the group work tables on these floors. In addition, events or lectures may be held in the Poynter Corner, the café area, or the atrium and, during these events, the sound level may be temporarily elevated. Although designated for collaborative use, individuals, study groups, or event speakers on the first floor, who are creating disruptive noise (as evidenced by other users' complaints), may be asked to reduce their volume to an appropriate level. The Scholars' Lounge located on the first floor is designated as a minimal noise area. Though not entirely soundproof, this area is reserved for quiet study where conversations and other disruptive noises should be kept to a minimum. Researchers may work quietly in groups on the second floor, which is designated as a quiet area. Users should be courteous to others and keep conversations at a low volume, cell phones on vibrate, and use earphones with audio files.

The entire third floor of the library is designated as a serious, silent study zone. Talking in this area should be limited to very brief conversations in low tones. Public computer areas on the third floor are intended for individual work only.

### **III. ENFORCEMENT**

Signs defining the library study areas are located at the front entrance and on the stairwell landing of each floor. It is the right of all library users to expect that the library's noise guidelines will be enforced. Library users are free to speak to others who are not following these guidelines. If the noise continues or if a user feels uncomfortable asking for themselves, they are encouraged to ask a library staff member for assistance. Library users who persist in being loud or unruly after being warned will be referred to the campus police.

**Authorized by:**

**Dean of Library**

**Library Leadership Team**