

University Libraries	
Policy Name	University Library Resources and Facilities Use Policy
Last Revision Date	September 10, 2026; Supersedes Library Resources and Facilities Use Policy, December 17, 2014
Effective Date	September 10, 2026
Policy Owner	Administrative Services, Facilities Management; in coordination with Access Services, Mason Square Library, and Mercer Library
Associated University and University Libraries Policies	George Mason University Code of Student Conduct; University Policy Number 1103 - Space Utilization and Scheduling; University Policy Number 1140 - Utilization of Facilities by the General Public; University Policy Number 2214 - Campus Smoking/Vaping; University Policy Number 1145 - Personal Transportation Vehicles and Devices (PTVs); University Policy Number 1402 – Animal Control; University Libraries Circulation Policy; University Libraries Off Campus Access Policy; University Libraries General Public Use Policy; University Libraries Noise Policy; George Mason University Trespassing Policy Number 419.
Procedures	N/A

I. Scope

This policy governs the use of George Mason University Libraries’ facilities, resources, equipment, and services by all Library Patrons. It applies to students, faculty, staff, affiliated researchers, alumni, and members of the public who use library spaces or resources, in accordance with University Libraries’ policies.

The policy supplements generally applicable to George Mason University policies and regulations regarding the use of George Mason University facilities, computers, and property.

II. Policy Statement

The George Mason University Libraries seek to provide all Library Patrons with a welcoming, comfortable, and safe environment that promotes free intellectual exploration, research, and learning.

Because library spaces, services, and resources are finite and frequently in high demand, priority use is reserved for students, faculty, and staff engaged in education- and research-related activities. Use of the University Libraries is a privilege, not a right. All Library Patrons are expected to conduct themselves in a manner that supports the University Libraries’ mission, the reasonable use of resources by others, and compliance with the George Mason University’s Code of Conduct.

A. Community Standards and Expectations

Library Patrons are expected to contribute to an environment conducive to learning by using spaces for their intended purposes and complying with the University Libraries Noise Policy. Library Patrons must treat other users, library staff, and library resources with respect; properly borrow and care for materials and equipment; follow staff directions regarding library policies, resources, and spaces; silence mobile devices; and relocate to appropriate areas when engaging in conversations. Disruptive Activities—

including verbal abuse, intimidation, or harassment—that interfere with library operations, or the experience of others are prohibited.

B. Use of University Libraries Facilities

University Libraries facilities are intended primarily for study, research, and academic activities and must be used in a manner that maintains a safe, clean, and orderly environment. Library Patrons are responsible for their personal property at all times, as the University Libraries are not responsible for loss or damage. Food and covered beverages are permitted only where allowed by site-specific policies and are prohibited in the Special Collections Research Center and near computer workstations or other sensitive equipment. Library Patrons must clean up after themselves and promptly report spills or damage.

All spaces must be utilized for their intended purposes. Smoking and vaping are prohibited. Drug and alcohol possession and consumption are prohibited. Appropriate attire, including shoes and clothing, is required. Only service animals that are individually trained to perform tasks for individuals with disabilities are permitted in library buildings. Minors under the age of 16 must be supervised by a caregiver, tutor, youth program coordinator, or other responsible adult while in a George Mason University library. Exceptions for minors under the age of 16 may be made on an individual basis for those who are directly engaged in research or educational activities and require access to University Libraries' resources. Whenever possible, access should be coordinated with Access Services prior to visiting any University Libraries' location. If a minor under the age of 16 arrives without prior coordination, library staff may inquire about the purpose of the visit and coordinate with Access Services to determine whether an exception is appropriate. Minors should be prepared to provide proof of age upon request. Use of mobility devices, recreational equipment, and technology must comply with University and University Libraries policies, including policies related to fire safety and appropriate online content.

C. Filming and Photography in University Libraries Facilities

George Mason University Libraries may be used as a location for students, staff, and/or faculty for photography and filming projects related to courses or administrative activities with prior approval. Use of library facilities for such projects must occur during regular operating hours and is limited to public areas of the University Libraries. Requests to film or photography must be [completed online](#) at least three business days in advance using the [Library Photography/Film Request and Acknowledgement Form](#).

Casual photography is permitted within University Libraries facilities. This photography will not utilize additional or specialized equipment, reserve or restrict access to spaces, or interfere with library operations, services, or Library Patrons. The University Libraries reserve the right to determine whether an activity exceeds the scope of casual photography and requires prior approval. Library Patrons must complete and submit the [Library Photography/Film Request and Acknowledgement Form](#) prior to conducting photography activities within University Libraries facilities. Submission of the form serves as notification to the University Libraries and does not require formal approval unless otherwise specified by this policy.

All photography/videotaping must be done using care for Library Patrons, and personal privacy must be respected. If Library Patrons can be identified in any shot, their explicit permission must be obtained. Participants have a right to decline being in any shot.

Patrons may not use any University Libraries facilities for any photography or videography of a promotional nature that benefits an individual, business, or company, unless explicit permission has been granted by the Dean of Libraries and University Librarian.

III. Definitions

Casual Photography. Photography for non-commercial use does not require additional or specialized equipment, restricts access to library spaces, disrupts library operations or Library Patrons, or supports promotional, instructional, research, administrative, registered student organizations or other university business purposes.

Disruptive Activity. Any behavior that interferes with the normal use and operation of the University Libraries or the ability of others to study, research, or work in a quiet, clean, and peaceful environment.

Library Patrons. Individuals using the George Mason University Libraries' facilities, resources, or services, including students, faculty, staff, alumni, researchers, and members of the public.

IV. Compliance

All Library Patrons are required to comply with this policy and all applicable University and University Libraries policies. Failure to comply may result in removal or trespassing from library spaces, restrictions or loss of library privileges, or referral to University Police in cases of serious or ongoing violations.

Library Patrons must:

- Respect others' right to a quiet, clean, and peaceful library environment;
- Properly use, care for, and lawfully borrow library materials and equipment;
- Refrain from Disruptive Activity, including threatening or harassing behavior;
- Avoid damaging or attempting to alter library property or systems;
- Comply with staff instructions related to policies, resources, and space use;
- Follow policies governing technology use, including viewing of sexually explicit materials;
- Supervise children under the age of 16, as required;
- Secure their personal property at all times;
- Comply with food, beverage, and space-specific restrictions;
- Use restrooms only for their intended purposes.

A. Behavior Compliance Standards

Should individuals or groups become disruptive and/or non-compliant, George Mason University Libraries encourage users to take initial action by asking the individuals or group to lower their volume in accordance with policy or to relocate to a more appropriate area of the library. Alternatively, or if their own request proves ineffective, users may contact University Libraries Staff with any behavioral complaints. For any digital reports (e.g., email, virtual reference), please be aware that there may be a delay in response time due to staffing.

- **Fenwick Library:** Information Desk, call (703) 993-2240
- **Mercer Library:** Information Desk, call (703) 993-8340
- **Mason Square Library:** Circulation Desk, call (703) 993-8188

B. Enforcement Procedures

Any University Libraries staff member maintains the right to determine if any individual's behavior is egregious or unsafe and warrants immediate removal from University Libraries' facilities or ceasing the use of library resources.

The actions Library Staff can and will take in response to non-compliance, including steps to address, de-escalate, and if necessary, remove users who fail to adhere to library policies:

1. **First Interaction:** User(s) are asked by either a user or Library Staff to address an identified noise or behavioral issue.
2. **Second Interaction:** User(s) are provided with information about the Library Resources and Facilities Use Policy or other applicable University Libraries policy and asked to leave if they cannot comply with Policy.
3. **Third Interaction:** User(s) must provide Mason ID or other form of government ID to Library Staff. University Police (703) 993-2810 may be contacted to escort user(s) out.
 - a. Incidents may be reported to University Police (703) 993-2810 or Student Conduct.
 - b. Failure to provide Mason ID Information to any employee of the university when requested within the scope of their authority is in violation of Student Conduct.

Any Library Staff member maintains the right to determine if any individual(s) behavior is egregious or unsafe and warrants immediate enactment of Steps 2 or 3 of the enforcement policy.

V. Forms

- For photography requests and guidelines please visit: <https://gmu.libwizard.com/f/libfilmphoto>.

VI. Effective Date and Review

This policy will become effective upon the date of approval by the Senior Leadership Team and will be reviewed every two years or as necessary.