

**Courtesy & Noise Policy**  
**Last Updated: January 2024**

The Ned McWherter Library offers study spaces that can be utilized and/or reserved for academic work, projects, and meetings. These spaces are designated as either a collaborative, quiet, or silent zone.

**Noise Zones & Policy**

- **Collaborative Zones**
  - Collaborative zones are designated for group work and normal-volume conversation that does not disturb anyone else nearby.
  - While in a collaborative zone, be considerate of those around you, as nearby spaces may be designated as quiet or silent.
  - Collaborative zones include the 1<sup>st</sup> Floor, 2<sup>nd</sup> Floor Commons Area, and Group Study Rooms (3<sup>rd</sup> & 4<sup>th</sup> Floors).
- **Quiet Zones**
  - Quiet zones are designated for low-volume conversation.
  - Quiet Zones include the 2<sup>nd</sup> Floor East Side (book stacks & study tables), 3<sup>rd</sup> Floor (East Side book stacks, computers, study tables, and study carrels), and Group Study Tables beside the 4<sup>th</sup> Floor Group Study Rooms.
- **Silent Zones**
  - Silent zones are designated for no conversation.
  - Any areas directly near a silent zone should be a presumed quiet zone.
  - The silent zone includes the 4<sup>th</sup> Floor (East Side book stacks, computers, study tables, and study carrels).
- **Listening to Media & Video/Phone Conversations**
  - In open spaces, media should be listened to via headphones and not be audible to anyone nearby.
  - In enclosed spaces, media may be listened to without headphones only if needed for collaborative, academic work.

**Collaborative Zone Space Policies**

- **Group Study Rooms (3<sup>rd</sup> and 4<sup>th</sup> Floor)**
  - All current UofM employees and students may reserve these spaces for academic work, projects, and meetings.
  - These spaces are not reservable for recurring sessions. Your next session may be reserved at the close of the current session.
  - These spaces may be reserved for up to 4 hours and up to 30 days in advance.
  - When not reserved, anyone may use these spaces. If reserved, the spaces must be vacated.
  - Occupancy may not exceed the room capacity. For events or larger meetings, reserve an event space.
- **The Fishbowl (1<sup>st</sup> Floor)**
  - This space's policies are the same as the Group Study Rooms (above).
  - This space may only be reserved for groups of 6 to 25 people.
- **The sandbox creatorspace (1<sup>st</sup> Floor)**
  - All current UofM employees and students may utilize this space.

- The sandbox is a collaborative zone designated for makerspace related projects and normal-volume conversation that does not disturb others.
- The sandbox is an inclusive space where all are welcome. Any aggressive or harassing behavior or language will not be tolerated.
- All safety procedures related to the sandbox must be followed. Disruptive behavior will not be tolerated due to the sensitive nature of the equipment in these spaces.
- Any of the related studios on the upper floors will fall under the purview of the areas they are in, which may be quiet or silent zones. Please be respectful of the related noise policies in these areas.
- The sandbox and McWherter Library staff have final say on what is permissible in these spaces, with no exceptions.

### **Courtesy Policy**

- While using any spaces in the Libraries, students must follow the “Behavioral Expectations and Responsibilities” set forth in the [Student Code of Rights and Responsibilities](#).
- As stated in the code, “failure to comply with reasonable directions of University officials or police acting in the performance of their duties” is considered inappropriate and may result in disciplinary outcomes.

### **Policy Enforcement**

- If your academic work is being disturbed by the noise of people around you, you can either politely ask them to be quieter, check out noise-reducing headphones from the Check-Out Desk, move to a quieter area, or report it.
- To report noise disturbance or inappropriate behavior, notify a nearby Libraries employee, call 901.678.2205, or click the Chat icon on the Libraries’ homepage.
- If any UofM employee or student fails to adhere to the Libraries Courtesy & Noise Policy, Libraries personnel reserve the right to enforce the policy.
- After a noise disturbance complaint has been made, offenders will be notified and reminded of the policies. After a second complaint:
  - Offenders will be asked to relocate to a collaborative zone.
  - If offenders are already in a collaborative zone, they will be asked to leave.
  - If offenders are non-compliant, Libraries employees are authorized to call Police Services.
- Any [disorderly conduct and/or aggressive, disruptive, or harassing behavior](#) towards other UofM students or employees will result in an immediate call to Police Services who will remove offenders from the building.