

GALLAGHER LAW LIBRARY STUDENT CODE OF CONDUCT AND 24/7 ACCESS POLICY

1. Use of the Law Library, especially after hours, is a revokable privilege of being a current UW Law student. The library reserves the right to contact the Dean for Students for any violations of this Code. Contact the Dean for Students directly if you have questions about how to handle situations with other students.
2. Questions about library access? Email Head of Public Services, Alena Wolotira alenaw@uw.edu.
3. **UW Law ONLY.** The Law Library facility is restricted to current UW Law faculty, staff, and students. No outside visitors of any kind are currently permitted in the library space.
4. **Swipe in:** We want everyone in the library to feel safe. You must swipe in individually with your Husky Card at the library's entrance. **DO NOT** let anyone in, even if you know them.
5. **Identification:** to ensure the security of our space, library staff may ask to see your Husky Card or check your library account for your status. At closing, library staff may ask any current library occupants to show their Husky Card or to move to a locked area such as the Lounge, Commons, or Study Room.
6. **Gates Hall closed 1-6 am:** Be aware that Gates Hall is closed and inaccessible to outside entrants between 1 and 6 am but law students already in the building can remain in the building during that time.
7. **Masks required.** All library users must wear a mask at all times, except when taking a sip from a drink or in the L1 designated eating area (L1 Lounge).
8. **No food, covered drinks.** Drinks must be in securely covered containers. Food is not permitted anywhere in the library, including study rooms, except for the L1 designated eating area (L1 Lounge).
9. **Talk to library staff.** Library staff will be present 8-5, M-F. The library is virtually staffed during evenings and weekends. Use Gallagher chat, email, or walk up to the terminal at the Info Desk to talk to a librarian virtually when the library is staffed ([hours](#)). If you contact us after business hours, we will respond to you the next time we are open. If you are experiencing a safety issue, talk to staff during business hours. After hours safety issues are covered by Rules 1 and 12.
10. **Reserve a seat.** [Make a reservation](#) to sit at a non-Reference table, carrel, study room, or Commons study pod. Study rooms and Commons study pods are intended for group work. The Reference Area, designated L2 carrels, and soft seating are all available on a first come, first served basis.
11. **Noise levels vary.** Tables and carrels in the open library spaces on L1 and L2 should be quiet to allow for an atmosphere conducive to study. Speak in a low voice, silence your electronics, take phone calls elsewhere, and use headphones. The study rooms and Lounge are not sound-proofed. The Reference Area and the L2 Commons are better spaces for conversation and group work.

GALLAGHER LAW LIBRARY STUDENT CODE OF CONDUCT AND 24/7 ACCESS POLICY

12. **Safety.** Talk to library staff during business hours, or call 911 after hours if you have any security concerns. Campus police are available 24/7. For non-emergencies, call (206) 543-9331. In addition to police and fire department, the dispatcher can contact Physical Plant or whoever is needed for stuck elevators, malfunctioning plumbing, etc. Please do not call 911 if you have a dispute with a fellow student unless you are concerned for your safety. See Rule 1 re: issues with other students.
13. **Lights:** If the lights are off when you come in, you will need to turn on the lights. The switch is above the end of the Information Desk, just to your right as you walk in.
14. **Course Reserves:** Course Reserves are library use-only. To check out Course Reserves, use the self-checkout terminal at the Information Desk. Please check your book back in and reshelve it when you are finished and before you leave the library. There is a 15 minute wait period before you can re-checkout the same book. See Honor Code 2-210 below.
15. **Checking out library books.** To check out any other library book, use the self-checkout terminal at the Information Desk. Return non-reserve items to any library book drop (please do not check in and do not reshelve).
16. **Keeping the space sanitary.** Cleaning supplies are located throughout the library. Please wipe down your space before you leave. Please recycle and get rid of your trash!

Hon. Code Sec. 2-210. A student may not take, keep, misplace, or damage the property of the University or of another person if the law student knows or should reasonably know that the student would, by such conduct, obtain an unfair academic advantage. This section is intended to include, but not be limited to, materials in the Library of the School of Law. Other violations of library rules are not covered by the Code, but shall remain subject to the rule-making authority of the Law Librarian, the Dean or the Dean's delegate, or such person or body at the University empowered to deal with violations of library rules.