

- (3) The date recorded in the library's database is the official record of the time when an item must be returned to the Library. Overdue notices are sent as a courtesy only, and failure to receive one is not a reason for cancellation or reduction of late charges.
 - (4) Special items, such as fragile items, media materials, loanable technology, reserves, and other short-term loans may also be subject to late charges if kept past the time due. These charges may vary from one library to another, depending on the item or the library location.
 - (5) Materials recalled for another library user or for reserve purposes may have a reduced loan period; the revised due date is the effective one. All patrons will be fined if a recalled item is not returned by the date specified in the recall notice. A patron will be billed a lost-book charge if the book is not returned when a recall notice is issued.
 - (6) The loss of any item should be reported immediately to the library from which it was borrowed. Any lost library materials that have become overdue are subject to late charges until personally reported lost. If the item cannot be recovered by the borrower within a reasonable length of time, the borrower will be charged the cost of replacing the material.
 - (7) Special collections are subject to different regulations and policies.
- (c) **Collection of Library Charges**
All library charges for overdue and lost materials are forwarded to University Student Financial Services & Cashier Operations (USFSCO) for collection. Students wishing to appeal charges for overdue and lost materials may contact the Library Billing Office.
- (d) **Use of Library Premises**
The Library provides students with an environment conducive to teaching, learning, research, study, and to the conduct of University business. Students using the Library are expected to act responsibly, appropriately, and courteously in order to preserve the Library's environment, facilities, and collections as described in the **Patron Conduct Policy**: http://www.library.illinois.edu/administration/services/policies/patron_conduct.html. Students who violate any of these policies, or any other policies of the University of Illinois at Urbana-Champaign, may lose their privileges to use the Library, be subject to university-imposed discipline, and/or be subject to criminal prosecution or other legal action, as appropriate.

§ 2-403 Smoke-Free Campus Policy

- (a) As of January 1, 2014, Smoking is prohibited on all Campus Property at the University of Illinois at Urbana-Champaign, both indoors and outdoors, in university-owned vehicles and in privately-owned vehicles parked on Campus Property. The advertising, sale, or free sampling of Tobacco Products is also prohibited on Campus Property. Littering the remains of Tobacco Products or any other related waste product on Campus Property is further prohibited. No individual or campus unit subject to this policy may discriminate or retaliate against any person who makes a complaint of a violation of this policy or provides information concerning a violation of this policy.
- (1) "Smoke" or "Smoking" means the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, cigarillos, hookah, beedies, kreteks, weed, herbs, electronic cigarettes, water pipes, bong, marijuana or other lighted smoking equipment and includes products containing or delivering nicotine intended or expected for human consumption, or any part of such a product that is not a tobacco product as defined by Section 321(rr) of Title 21 of the United States Code, unless it has been approved or otherwise certified for legal sale by the United States Food and Drug Administration for tobacco use cessation or other medical purposes and is being marketed and sold solely for that approved purpose. "Smoke" or "Smoking" does not include smoking that is associated with a native recognized religious ceremony, ritual, or activity by American Indians that is in accordance with the federal American Indian Religious Freedom Act, Sections 1996 and 1996a of Title 42 of the United States Code.
 - (2) "Campus Property" means any property owned, leased, occupied, operated or otherwise controlled by the University of Illinois, including but not limited to academic and auxiliary buildings, classrooms, laboratories, residences, residence halls, elevators, stairwells, restrooms, roofs, meeting rooms, hallways, lobbies

and other common areas, hotel rooms and conference facilities, grounds, athletic complexes and facilities, exterior open spaces, shuttle buses, shuttle bus stops, university-owned parking garages and lots, driveways, loading docks, university-owned streets, sidewalks and walkways, and as set forth on the Smoke-Free Campus map, which is available at <http://go.illinois.edu/smokefree>. For purposes of this policy, "Campus Property" does not include enclosed campus laboratories, not open to the public, where the activity of smoking is exclusively conducted for the purpose of medical or scientific, health-related research, and the appropriate campus research oversight body has approved the inclusion of smoking in the program pursuant to the applicable procedures for such medical or scientific, health-related research program.

- (3) "Tobacco Products" means products containing or delivering nicotine intended or expected for human consumption, or any part of such a product that is not a tobacco product as defined by Section 321(rr) of Title 21 of the United States Code, unless it has been approved or otherwise certified for legal sale by the United States Food and Drug Administration for tobacco use cessation or other medical purposes and is being marketed and sold solely for that approved purpose.
- (b) This policy applies to any individual on Campus Property, including but not limited to students, faculty, staff, other employees, contractors, subcontractors, volunteers, visitors and members of the public, and is applicable twenty-four (24) hours a day, seven (7) days a week.
- (c) The campus shall post notices bearing the message "Smoke-Free Campus" or the international "No Tobacco" symbol or similar signage at critical areas across the campus, such as at building entrances. However, this policy applies to all Campus Property whether or not such notices are posted.
- (d) Organizers of and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events, and sporting events, as well as non-university events held on Campus Property must abide by this policy. Organizers of such events are responsible for informing attendees of this policy.
- (e) An individual may inform someone Smoking on Campus Property of this policy and request that the smoker comply with the policy. To report non-compliant individuals, please call 217-333-8911 to inform the University of Illinois Police Department.
- (f) Individuals found to be noncompliant with this policy will be subject to a system of fines, sanctions, and an appeals process as set forth on the Smoke-Free Campus website.

§ 2-404 Chalking Policy

The use of water-soluble chalk, easily removed by rain, for the purposes of promoting events, encouraging participation in student elections and expression of current issues is permissible on University sidewalks. Chalking is prohibited:

- (a) On University property including, but not limited to, all vertical surfaces, buildings, walls, planters, doors, trash receptacles, steps, fountains, benches, tables, signs, poles, columns, bus stops, light posts, and trees.
- (b) Underneath any covering where chalk would not be washed away by rainfall.

§ 2-405 Picketing

- (a) The right of peaceful protest is recognized within the University community. Lawful picketing and other forms of peaceful protest are permitted on University premises except that lawful picketing is permitted only out-of-doors. The University retains the right to ensure the safety of individuals, the protection of property, and the continuity of the educational process.
- (b) Specifically, pickets shall not:
 - (1) obstruct vehicular and pedestrian traffic,
 - (2) physically obstruct persons from entering or leaving the premises being picketed, nor use violence or threats of violence to prevent them from doing so,
 - (3) intentionally disrupt classes or any University process through noise or other means, or

- (4) knowingly damage any University property or premises.

§ 2-406 Solicitation and Commercial Activity in University Residence Halls

Solicitation or commercial activity is prohibited in University Residence Halls except under the following conditions:

- (a) General Conditions for Canvassing
- (1) All canvassers shall register before canvassing. A canvassing permit will be issued if the applicant has completed the registration form, has not had a permit revoked in the last nine months, and agrees to abide by the general conditions for canvassing. Canvassers must first register in the Office of the Dean of Students (301 Turner Student Services Building). Second, canvassers must register with the Office of Residential Life, Clark Hall 300. Information regarding whom to contact within each unit may be obtained at registration with the Office of Campus Regulations.
 - (2) Canvassers shall refrain from littering.
 - (3) Canvassers shall conform with visitation regulations.
 - (4) Canvassing may take place only between the hours of 2:00 p.m. and 10:00 p.m.
 - (5) Canvassing is prohibited in dining rooms and meal lines, i.e., lines formed after entering a dining room.
 - (6) Door-to-door canvassing is not permitted. Upon request to the housing unit, arrangements will be made to provide properly registered canvassers with space in high-traffic public areas of the residence hall.
 - (7) Violation of any of these six conditions is cause for revocation of permission to canvass.
- (b) Political Canvassing
- (1) Political canvassing includes, but is not limited to:
 - (A) registering voters
 - (B) soliciting signatures on a petition for purposes of legally qualifying an individual as a candidate.
 - (C) campaigning for a political candidate for a municipal, township, school or other special district, county, statewide, or national election
 - (D) presenting information (1) related to any amendment to the State of Illinois Constitution being presented for voter decision at a general election, or any amendment to the United States Constitution being presented for Illinois legislative decision; or (2) concerned with a public issue to be decided by a scheduled referendum in the governmental unit
 - (E) representing candidates for the Urbana-Champaign Senate, student trustee, other offices for which students are the sole electorate, or student referenda.
 - (2) Political canvassers shall not solicit contributions or attempt to sell, or advertise for purposes of sale, any item.
 - (3) Canvassers campaigning for candidates wishing to schedule a formal meeting with a group of residents in public areas of a University residence hall must obtain permission from the hall student government or its duly authorized representative. The hall student government may impose limitations concerning time and location on such meetings. The hall student government must follow procedures to reserve space with the appropriate housing authority of that unit.

If these canvassers represent candidates for the Urbana-Champaign Senate, student trustee, other offices for which students are the sole electorate, or student referenda, there must be equal time and opportunity given to canvassers representing all other candidates, or referendum positions, upon request.

(c) Mailbox Policy

Distribution of political literature in mailboxes of University Residence Halls for the purposes defined under subsection (b)(1)(D) above shall be guaranteed provided arrangements are made with the individual hall offices. Other literature may be distributed in accordance with the solicitation policy of each hall.

§ 2-407 Posting and Distribution of Handout Materials

Any individual may post and distribute leaflets, handbills, and other types of materials intended to provide information about sociopolitical or educational issues and events, without prior approval, under the following conditions:

- (a) Such materials must not advertise the availability of alcohol, information associated with solicitation for profit (i.e., coupons, discounts, commercial advertisements), or the promotional materials of candidates for non-campus elections. Their content and display must also be consistent with the provisions of §§ 2-405 and 2-406.
- (b) Posting
 - (1) Residence Halls. With the exception of materials posted in “free-will space,” only residence hall staff will post such materials in University residence halls. University organizations (see § 2-301), campus boards, and residence hall organizations, as well as residence hall staff, may have materials posted without approval. All other organizations must seek approval to have items posted in the residence halls. In all cases, the posting process is coordinated in the Office for Residential Life, 300 Clark Hall. Some residence halls may allow for-profit and other materials to be placed in their free-will space. Contact 300 Clark Hall for locations and guidelines regarding such free-will space.
 - (2) Other General Campus Bulletin Boards. University organizations, campus boards, registered (student, faculty, staff) organizations, registered campus-community organizations, and Religious Workers Association members may post materials on other general campus bulletin boards. In order to allow all users a fair and equal chance for space on the boards and provide maximum service to the readers of the boards, poster size may be restricted. Posters must include the name of the sponsoring organizations, the date of the event, and the place of the event. Posters should only be placed on general University bulletin boards and Illiosks. They should not be placed on doors, walls, windows, trees, sidewalks, or trash cans. Improperly posted materials will be removed at the violator’s expense. Any legal ramifications regarding posters are the responsibility of the individual or group posting the notice. All non-current materials will periodically be removed and disposed of. Questions regarding general campus bulletin boards should be directed to the Office of the Registrar. Certain buildings, due to the nature of the activities within them, are governed by separate policies (including but not limited to those listed in § 2-503(a).
- (c) Distribution
 - (1) Distribution of such materials inside University buildings, other than residence halls (see § 2-406), is permitted in common areas (e.g., foyers, vestibules, or hallways), provided that such distribution does not impede traffic flow or disrupt University business such as classes, laboratories, meetings, or office work. The interiors of classrooms, auditoriums, museums, theatres, lecture halls, offices, gymnasiums, retail shops, and dining or social reception halls, as well as mailboxes, are not considered “common areas” for this purpose.

Distribution outside the entrances to University buildings is permitted so long as it does not impede traffic flow.

For most campus buildings, the Office of the Registrar is responsible for implementation and enforcement of this policy and questions regarding it should be directed to that office.

Certain buildings, due to the nature of the activities within them, are governed by separate policies (including but not limited to those listed in § 2-503(a)). For those buildings, appropriate restrictions as to time, place, and manner for distributing materials may be established by the agency responsible for the building. These may include, for example, requiring prior permission to distribute inside the building, or restricting distribution to designated areas only. Buildings hosting performance or athletic activities, such as the State Farm Center, Foellinger, Huff Hall, Krannert Center, or Memorial Stadium, do not allow distribution of such materials past the turnstile or ticket-collection point during those activities. The agencies in charge of these buildings are responsible for implementation and enforcement of this policy

and questions regarding it should be directed to them.

Appeals relating to this policy may be made to the Dean of Students.

- (2) Those distributing such materials are expected to refrain from littering and may be held responsible for costs incurred as a result of littering. "Distribution" here is defined as individuals handing such materials to other individuals who may accept them or refrain from receiving them. Leaving a stack of materials to be picked up, or placing materials on vacant lecture hall seats, etc., is considered littering, not distribution, under these rules.
- (3) Those distributing such materials should be aware that nothing in this policy in any way relieves them of personal responsibility for violation of any civil laws.

PART 5. USE OF UNIVERSITY PREMISES AND FACILITIES

§ 2-501 Preamble

- (a) All meetings or events utilizing University premises or facilities shall be scheduled in accordance with section VIII-1 of the *Campus Administrative Manual* and this Code. Use of the State Farm Center, Krannert Center for the Performing Arts, Foellinger Auditorium, Activities and Recreation Center, Campus Recreation Center-East, Illini Union, Beckman Institute for Advanced Science and Technology, and Allerton Park and Conference Center shall be governed by the provisions of this rule, except where the special function, designation, and responsibilities of these facilities justify otherwise. (Additional provisions for use of space in the Krannert Center for the Performing Arts are contained in § 2-509, for the State Farm Center in § 2-510, for the Beckman Institute for Advanced Science and Technology in § 2-511, and for the Allerton Park and Conference Center in § 2-512.) It is the intent of these regulations to encourage optimal use of the University's premises and facilities in the furtherance of the University's educational, research, and public service mission without jeopardizing the overall condition or safety of those premises and facilities or its users. It is not the intent, however, that University premises and facilities be used for private gain or noneducational purposes, either by individuals or organizations.
- (b) In developing these regulations, no attempt has been made to foresee all potential types of use that may be requested. Therefore, authority to make exceptions to these regulations is reserved by the Chancellor.

§ 2-502 Eligibility

Those organizations described in § 2-301, other than campus-community organizations, outside organizations, and individuals, shall be eligible to make use of University premises and facilities on the Urbana-Champaign campus in accordance with the provisions of section VIII-1 of the *Campus Administrative Manual* and these regulations. Campus-community organizations, outside organizations, and individuals shall be similarly eligible upon a finding by the Office of the Registrar that the particular event involved is consistent with the rules and regulations referred to above and policies developed by the Committee on the Use of Facilities. (See § 2-508.) University permission for the use of premises and facilities by an organization or individual, however, implies neither approval nor disapproval of the purposes of that organization or the events sponsored by that organization.

§ 2-503 Reservation Procedures

Those seeking use of University premises shall make their requests by completing and filing the form "Request for Use of University Premises."

- (a) Requests from University organizations, campus boards, registered organizations, and related organizations shall be signed by a registered agent and shall be filed in one of the following offices, depending upon the location of the space requested. Registered Organizations and Registered Student Organizations must first receive event approval from the Illini Union Office of Registered Organizations, 284 Illini Union.
 - (1) for space in the Illini Union, with the Illini Union Reservations Office, 165 Illini Union, or via iumeetingrooms@illinois.edu or establish an on-line account by sending an

- email message to address provided above
- (2) for space in University housing, with the student government of the residence through the Housing Division, 200 Clark Hall
- (3) for space in the State Farm Center, with the State Farm Center Reservations Office, 101 State Farm Center
- (4) for space in the Krannert Center for the Performing Arts, with the Krannert Center Associate Director's Office
- (5) for space in Allerton Conference Center, with Allerton Conference Center
- (6) for space in Allerton Park, with Allerton Park Visitor Center
- (7) for space in the Activities and Recreation Center, Campus Recreation Center-East, Complex Fields and Outdoor Center Fields, with the Division of Campus Recreation, ARC Administrative Offices
- (8) for space in the Ice Arena, Division of Campus Recreation, 406 East Armory
- (9) for space in the Beckman Institute, with the Beckman Institute Director's Office
- (10) for all other locations, with the Office of the Registrar, 901 W. Illinois St, Urbana.

- (b) Campus-community organizations, outside organizations, and individuals seeking use of University premises shall file their requests at the Office of the Registrar, 901 W. Illinois St, Urbana. A request from a campus-community organization or outside organization shall be signed by an agent of the organization and/or the appropriate officer; a request from an individual shall be signed by that individual. The Office of the Registrar shall determine whether the proposed use is consistent with the provisions of section VIII-1 of the *Campus Administrative Manual*, these regulations, and the policies developed by the Committee on the Use of Facilities. (See § 2-508.) If the proposed use is in accord with these rules, regulations, and policies, the request shall be referred to the appropriate reservations office as outlined in subsection (a) above. Decisions of the Office of the Registrar may be appealed to the Committee on the Use of Facilities. (See § 2-508.)
- (c) Requests for space should be filed a minimum of forty-eight hours prior to the activity to allow ample time for processing. If event approval or special services are required, requests should be filed at least one week prior to the activity. If specific staging or production services are required, advance filing of one month or more may be required. The reservations office receiving the request shall have the right to refuse requests not submitted within the above time limits if it appears that proper review and clearance procedures cannot be satisfactorily accomplished.
- (d) Upon receipt of a request for the use of University premises, the reservations office concerned shall proceed as follows:
 - (1) Determine whether the organization or individual requesting space is eligible to use University premises as requested and has made adequate arrangements regarding the requirements of § 2-506.
 - (2) Determine whether the specific event involved requires formal approval, and, if so, determine that such approval has been obtained or may be granted.
 - (3) Determine whether the space requested is available and appropriate, and, if not, determine the availability of alternative appropriate facilities.
 - (4) Make the appropriate reservation and notify applicant accordingly unless there is a clear showing that provisions in (1) and (2) above have not been fulfilled. A refusal to make a reservation shall, upon request, be in the form of a written statement that shall include the reasons for the refusal and an indication of the right to appeal the refusal to the Committee on the Use of Facilities. (See § 2-508.)

§ 2-504 The Priority System—Priorities for Use of Space

- (a) Except for space in the Illini Union, State Farm Center, Krannert Center for the Performing Arts, Foellinger Auditorium, Beckman Institute, Allerton Park and Conference Center, Activities and Recreation Center, Campus Recreation Center-East, Ice Arena, and Complex Fields and Outdoor Center Fields, the following priorities with respect to reservations of space shall be followed:
 - (1) the teaching, research, and public service programs of University organizations. In general, scheduled instructional usage shall take precedence over all other uses.
 - (2) educational, informational, cultural, and recreational programs sponsored by