



UNIVERSITY SYSTEM | **HAGERSTOWN**
of MARYLAND

PROCEDURES AND OPERATIONS MANUAL

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Hello and welcome to the University System of Maryland at Hagerstown.

Whether you are a University System of Maryland at Hagerstown (USMH) student, staff member, a member of the faculty or staff from one of our partner institutions, or someone who works with us on a contractual basis, I am pleased to have you as a partner and part of our community.

USMH is a regional higher education center owned and operated by the University System of Maryland (USM). USM consists of twelve degree-granting institutions and three regional higher education centers: University System of Maryland at Hagerstown, University System of Maryland at Southern Maryland, and Universities at Shady Grove.

Each regional higher education center has a degree-granting institution that functions as the coordinating entity. The managing university supplies the necessary office support vital to the successful operation of the facility, and helps avoid the unnecessary duplication of staff and services. Frostburg State University (FSU) has been the USMH coordinating institution since 2004. FSU supports USMH in the areas of Human Resources, Information Technology, Finance, and Facilities. This operations manual hopes to help stakeholders understand USMH operations, procedures, and policies.

I am very appreciative of all the people who contributed to this compilation of procedures. The procedures will be modified based on updates to institutional systems and the work we do together over time. I encourage everyone to read the contents carefully and if you have any questions please contact the Executive Director at jashby@hagertown.usmd.edu.

I look forward to watching USMH grow together.

A handwritten signature in black ink that reads "Jacob Ashby". The signature is written in a cursive style.

Jacob Ashby, Ed.D.
Executive Director

MISSION, VISION, AND VALUES

Mission: University System of Maryland at Hagerstown (USMH) partners with University System of Maryland (USM) institutions to provide affordable, regional programmatic offerings at the undergraduate and graduate levels that create socioeconomic mobility for students, meet workforce needs, and contribute to the economic vitality of the region.

Vision: Serve as a hub of innovation for educational transformation and a vital regional economy.

Values:

- **Community:** Responding to the needs of our region with affordable education that meets workforce demand.
- **Learning:** Engaging learners to provide opportunities for social mobility upon degree completion and ideally local job placement.
- **Access and Affordability:** Creating affordable opportunities for students to further their education through program development, innovation, fundraising, grants, scholarships, and other financial support opportunities.
- **People:** Recognizing that we as an organization are only as strong as the relationships we maintain with our partners, our community members, our students, and amongst ourselves.
- **Diversity:** Being culturally conscious and inclusive by embracing differences among individuals, both visible and invisible, to value the whole person
- **Innovation:** Encouraging new ideas, creative thinking, technological advancements, and alternative approaches to ensure that USMH keeps going and growing.

BUILDINGS/EQUIPMENT/INVENTORY

Usage of Building During Regular Business Hours: The location of security in the lobby allows a line of sight to the entrances from West Washington Street and the courtyard/University Plaza. Cameras in various hallways and other locations allow the security guard to see individuals in those locations.

Students and anyone renting or utilizing space in the main building are required to use the north and south elevators and stairwells for travel. The use of the marble staircase on administrative floors two, three, and four, is for the use of staff and faculty only.

Only USMH employees are permitted to use the metal doors at the north end of the building for entrance and exit. All others within USMH's main building – students, faculty, staff of USMH partner universities, and renters – must enter and exit the building through the doors on West Washington Street or the courtyard/University Plaza. There will be **no** exceptions.

All visitors and vendors to USMH will sign in with security upon entering and will sign out when leaving. This includes individuals coming to USMH for meetings, outside contractors, parents/students asking for information or tours, etc. Students attending a USM institution, but not enrolled in a USMH program offering are considered visitors.

Security badges/swipe cards are issued to all students, staff, and faculty for proxy access to the elevators and stairwells beyond the first floor. USMH staff may allow entrance into the elevator or stairwell if a badge is forgotten or once visitors have been identified as needing appropriate access. If a student, staff, or faculty member loses their badge and needs a replacement, a replacement badge will be issued at a cost of \$20 via check or money order.

After-Hours Access Procedure:

1. Arising from safety concerns, no one is permitted access to any USMH building after hours when security is not present. This requirement exists to prevent persons from experiencing a medical emergency, accident, problem with the elevator, etc., when no one else is in the building to assist. USMH regular staff members are the only persons who can be expected to enter a USMH building alone after hours.
2. In the event that a university partner staff member or employee of USMH truly needs to access the building after hours when security is not present, they should notify the Executive Director of their plan to enter the building prior to needing access, when entering the building, and again when they leave the building. This is not to seek permission, but for safety and security purposes. Anyone entering the building under these circumstances should carry a cell phone in case of a personal emergency or building-related emergency. These exceptions for entering USMH when security is not

present are never extended to students, including student workers and graduate assistants.

3. USMH buildings are routinely locked at 9:00 p.m. Monday-Thursday. Access by staff and faculty after 9:00 p.m. is not limited until the closure of the building. Access by visitors or students after 9:00 p.m. is permitted by security for legitimate reasons including, but not limited to, waiting in the lobby for someone to get out of class, a scheduled meeting with a faculty or staff person, or entrance by an enrolled student to a class he/she is registered for. All visitors should check in at the security desk and sign the visitor log.

Facility Rental and Reservation Guidelines:

Donation of Meeting Rooms: USMH **will not** make any donation of meeting rooms or building spaces to requesting organizations or agencies without the express approval of the Executive Director and/or Business Manager. However, all departments within the University System of Maryland will be given rental space at no charge within regular business hours ([Hours of Operation | USMH \(usmd.edu\)](#)). When departments associated with the University System of Maryland want to hold events outside of regular business hours they will be asked to cover the additional costs of operating and securing the building at the discretion of the Executive Director and/or the Business Manager.

Facility Reservations Policy: The USMH buildings shall be administered and utilized in accordance with the USMH mission, goals, and policies. The policy establishes regulations for the temporary use of USMH facilities to ensure compliance with related policies and laws; to regulate the time, place, and manner of such use so that the use of facilities and services by some does not infringe upon the rights of others; and to define and place responsibility for facilities use and policy violations. These guidelines in no way supersede others established.

Commercial Activity: The University System of Maryland at Hagerstown prohibits the use of the facilities for business practices unrelated to the USMH mission. All commercial activity on campus must be approved by the Executive Director or their designee.

POLICY

1. Academic classes at USMH are scheduled by the Registrar's Office of each USMH institution as appropriately sized classrooms are available. Classrooms may not be scheduled for non-instructional purposes prior to the formulation of the schedule of classes for each semester or term except for activities to be scheduled during non-class or weekend hours. Partner institutions will not be charged for use of classrooms in approved programs. Due to the popularity of certain days and times, specific requests may not always be honored. In such cases, requests will be honored in order of receipt.

2. University departments, programs, centers, offices, and registered organization may schedule facilities for educational, scientific, cultural, social, and athletic/recreational programs which relate to their normal functions through the USMH administrative office, also at no charge as availability allows. University departments, programs, centers, offices, and registered organizations may schedule programs which are not related to their normal functions and purposes through the USMH administrative office.
3. University departments, programs, centers, offices, and registered organizations may schedule facilities for programs to be co-sponsored with external groups. Such programs may require contractual agreements and may be subject to charges according to established rates.
4. Facilities may be scheduled for public meetings, including federal, state, and local meetings, and may include meetings scheduled by both for-profit and non-profit private organizations. Such programs require contractual agreements and are subject to charges according to established rates and are subject to space and service limitations.
5. The chief office of a sponsoring department, organization, or group represented is responsible for knowing and adhering to the applicable scheduling policies for the conduct of those attending any activity they sponsor and for the total actual charges and expenses resulting from such use.
6. Sponsors may not publicize activities prior to notification of approval and confirmation of requested facilities and service. On-campus publicity must be posted according to the USMH Director of Advancement and Outreach.
7. In the event of an emergency, alternate facilities may be assigned.
8. All food service is the responsibility of the authorized contractor/renter and must be cleaned up and disposed of properly after the event.
9. Any space, classroom, or office that is rented to a department within the USM or outside organization **must** be returned to its original condition after the meeting or event. This includes moving all tables and chairs back to their original positions within the space, classroom, or office. The rental agreement required between USMH and outside organizations states this requirement; departments within the USM are not required to enter into a rental agreement but **all procedures and guidelines still pertain.**
10. USMH reserves the right to approve or disapprove of dispensing alcoholic beverages at any function on its property; any such approval is subject to federal, state, and local laws. See Alcohol on Premises procedure.
11. There is no smoking permitted in any USMH facility. There is no smoking permitted in the adjacent courtyard/University Plaza and **smoking is limited to within 100 feet of any USMH building.**
12. Only authorized personnel may remain in USMH facilities after regular hours of operation.
13. Any type of amplified sound may be scheduled only during times that will not interfere with regular classes or activities.

14. USMH is committed to the maintenance of freedom of speech, press, expression, association, and access to the established educational facilities and processes. At the same time, USMH will not tolerate willful efforts of individuals or groups to limit the exercise of those freedoms by others or to disrupt the normal processes by which USMH fulfills its educational mission.
15. USMH reserves the right to ensure that its facilities operate in accordance with the laws of the State of Maryland as well as the standards, values, and rules of conduct that reflect the mission of the University System of Maryland.
16. USMH reserves the right to refuse the use of its facilities to any group if it is felt that the use of the facilities for a specific purpose will not be in the best interest of USMH or the surrounding community.
17. Facilities are made available on a non-discriminatory basis consistent with pertinent federal and state laws and regulations regarding race, color, religion, age, national origin, gender, sexual orientation, and disability.
18. USMH is committed to making all of its programs, services, and activities accessible to persons with disabilities.
19. Activities must be consistent with federal, state, and local laws.
20. Approval of activities or permission to use facilities or services does not imply endorsement by the University System of Maryland.

CALENDARS/SCHEDULES

- A. Holiday Calendars:** The University System of Maryland at Hagerstown is a regional higher education center that hosts several partner institutions. Each university sets its own calendar for classes and observations of holidays and breaks. To accommodate each university schedule and provide facilities for all partnering universities, USMH will post a Holiday Calendar for use by USMH employees.
- B. Vacation Calendar:** Requests for leave should be made through the human resource payroll system in coordination with the employees supervisor. Employees should make a request for vacation time as far in advance as possible to their supervisor, considering the obligations of their role, and working with their supervisor to ensure coverage is available when on vacation. Employees should also coordinate vacations through the Executive Director and at staff meetings to try to avoid instances where all USMH staff are off campus at the same time.
- C. Master Calendar:** A master calendar is maintained by the Administrative Assistant and is stored in a Google calendar. Any event on campus should be shared with the Administrative Assistant to be added to the master calendar. Communication should include the party's name, date and time, the room number (if specified), intended use of the room, and any technology or equipment requirements. The calendar will be posted in the main lobby so that individuals and staff are aware of all on campus events.
- D. Class Schedule:** USMH maintains a schedule of classes which is prepared by the Administrative Assistant each semester. Partner institutions should submit their class schedules to the administrative assistant in advance of registration, with or without specific room requests. Considerations for classroom assignments include the number of students, class time, class length, IT equipment needs, and facility availability. The administrative assistant will assign appropriate rooms to the partner institution as availability allows on a first come, first serve basis. The Administrative Assistant will work with the Public Relations Specialist for publishing on the website and inclusion on USMH digital signage.

COMMUNICATIONS, MARKETING, AND PUBLIC RELATIONS

All official internal and external communication is disseminated by the Office of Public Information. Please provide any information and/or announcement in writing (e-mail or hard copy) to the Public Relations Specialist for dissemination.

A. Procedure for Posting of Notices: Public notices intended for general information may be posted only on bulletin boards or other designated posting areas throughout the USMH campus. General notices may not be posted on bulletin boards clearly identified as reserved for a specific purpose such as for a particular organization or partner university's use. The USMH administrative assistant shall be responsible for monitoring the orderly use of bulletin boards and for "approving" by date-stamping. Any notice found without a stamp shall be immediately removed and discarded. This procedure does not apply to bulletin boards assigned solely for the use of a particular institution. For specific program notices and information faculty and staff may post outside of their office areas as deemed appropriate and necessary without the approval of the administrative assistant. Postings will be removed after an event has passed, or after thirty (30) days of posting. All university personnel are authorized to remove inappropriate postings.

For upcoming special events, postings must still be approved by the administrative assistance but may occur in other areas of the USMH campus and must be removed at the conclusion of the event.

B. Procedure for Publications and Marketing: Official university promotional and informational materials must go through the Director of Advancement and Outreach. Promotional materials may be purchased for spontaneous distribution; however, most are purchased and allocated for special events. All requests for promotional items must be made to the Director of Advancement and Outreach. An annual sale for USMH apparel will be held each year with notice sent out to faculty, staff, and students for participation.

All marketing materials especially print materials/advertisements produced by partner institutions must be consistent with USMH branding and comply with the USMH style guide. Any usage of the logo must be in compliance with the USMH style guide. If individuals have questions about how to conform with the USMH style guide regulations, please provide a copy of the item to the Director of Advancement and Outreach or the Public Relations Specialist.

DIRECTORY FOR USMH FACILITY

USMH maintains a directory of all persons assigned office space within the facility. The directory contains the name, department, room number, phone number, and e-mail address(es) of all parties occupying space in the facility. The information contained in the directory is subject to change. If you have changes or corrections, please send them to the Administrative Assistant at your earliest convenience. The directory will be updated periodically for accuracy and in coordination with the Public Relations Specialist will be included on digital signage in the lobby as well as be distributed to individuals in USMH buildings by the Administrative Assistant.

EMERGENCY PROCEDURES

- A. Introduction:** These guidelines outline procedures that the University System of Maryland at Hagerstown (USMH) will follow in the event of an emergency, weather-related or otherwise, during any emergency such as inclement weather, power outage, loss of water, natural disaster, bomb threat, etc. The principal concern is the safety and security of each person. For additional details, please consult the emergency preparedness plan.
- B. Factors that Affect the Decision to Close/Delay Opening USMH:** In the event of an emergency, the decision to close or delay opening of USMH will be based on existing conditions at the USMH facility only. The decision will not be based on conditions at the home campuses of participating USM institutions. A weather-related closure or delayed opening will be decided based primarily on the condition of USMH, sidewalks, parking lots, and the immediate surrounding vicinity and roads leading to USMH, in addition to local weather predictions.

It should be noted that weather and road conditions are not the same in every area where students, faculty, and staff live. Therefore, a decision as to whether it is safe to travel must ultimately rest with each individual if USMH remains open. Faculty are responsible for arranging a system for communicating with students should the faculty member cancel his/her class. Where employees are concerned, if conditions appear to be unacceptably hazardous in the employee's particular area, they should work with their supervisor to determine if they can complete their job duties remotely or should use accrued annual, personal, or compensatory leave to cover lost time. Employees should notify their immediate supervisor or appropriate staff member that they will not be reporting for work to determine how best to proceed.

- C. Dissemination of Information:** The Executive Director of USMH (or designated staff member) will ultimately make the determination as to whether the facility will close or delay opening. They (or designated staff member) will then contact USMH's Director of Advancement and Outreach who will have the appropriate message posted to the USMH website, recorded on a dedicated USMH phone extension, and to the electronic texting alert system to students, faculty, and staff, and will notify local media. If USMH is open, no announcement will be made to the media.

D. Emergency Contacts:

USMH

Executive Director

Work: 240-527-2727

Director of Advancement and Outreach

Work: 240-527-2728

USMH home page: www.hagerstown.usmd.edu

USMH text alert system: <https://hagerstown.omnilert.net/subscriber.php>

USMH dedicated extension: 240-527-2060

NOTE: The Executive Director may choose to make a distinction between day and evening classes, announce a late opening, or declare an early closure.

- E. Emergency Administrative Leave:** When USMH is closed, USMH staff are granted Emergency Administrative Leave that will not be deducted from personal holiday or annual leave. All partner staff are responsible to their respective institutions as to reporting when they are not able to go to USMH.
- F. Special Events and Outside Groups:** When USMH is closed, all events (including those sponsored by off-campus organizations) are canceled.
- G. Emergency Evacuation Policy:** In the event of a minor emergency such as an injury or illness, the first call should be to (9 for on campus outgoing call) 911. USMH security should also be notified at ext. 2718. Please be prepared to describe the nature of the emergency and the exact location.

Building Evacuation Guidelines

1. Make sure that faculty, staff, and students are aware of all emergency exits, noting the two quickest exit routes.
2. Evacuations will occur after an alarm is sounded or upon notification by the Executive Director or their designee.
3. When the alarm is activated, take only personal belongings and walk to the nearest and safest marked exit.
4. Do not use elevators in the event of any emergency due to the possibility of a power failure. Never use an elevator during a fire.
5. If possible, assist persons with disabilities in exiting the building. If individuals with disabilities cannot be transported from the building without using an elevator, immediately notify rescue personnel of the location of the individuals. Make appropriate personnel aware of any special evacuation equipment.
6. Once out of the building, make sure that all persons are as far away from the building as possible.
7. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
8. Immediately notify local emergency authorities of any injured persons and of individuals remaining in the building.

9. Do not return to an evacuated building unless told to do so by the appropriate USMH staff or local emergency authorities.

Information regarding reopening USMH will be posted using the established channels including local media, the USMH emergency extension, the USMH website, and text alerts.

Any questions regarding this policy should be directed to the Executive Director at 240-527-2727.

Weather Related Closing Procedures: When USMH makes the decision to close due to weather, every effort is made to make the decision as early as possible. If USMH is closed, **all** classes are canceled, **all** events are canceled, and the staff offices of **all** partnering institutions and USMH are thereby canceled/closed, regardless of the status of partnering institutions' main campuses or the status of their other sites. When USMH closes, USMH staff will post on its text alert messaging system, the USMH website, will place a message on the incoming telephone number, and will notify local media. It is students', faculty, and staff responsibility to sign up to receive the text alert messages.

When the following academic partners' main campuses (or sites other than Hagerstown) are closed due to weather or other emergency and USMH remains open, then their classes at USMH will be held **as scheduled** and normal staff operations of the university partner at USMH will continue:

- o Frostburg State University
- o Towson University
- o University of Maryland Global Campus

When the following academic partners' main campus is closed (or sites other than Hagerstown are closed) due to weather or other unexpected emergency, and USMH remains open, the universities' classes at **USMH are also canceled** and will not be held:

- o Salisbury University
- o University of Maryland Eastern Shore

In situations where a faculty member with any partnering university who is traveling, or expecting to travel, to Hagerstown and expects to encounter hazardous weather and believes it is unsafe to travel despite USMH remaining open, they should follow their respective university's class cancellation policy. Faculty teaching at USMH who cancel one or more classes for any reason, including weather, health, or other reason, when USMH remains open, **must** take responsibility for notifying both USMH and all of their students **immediately** upon making such a cancellation decision. They must also take responsibility for notifying their university's administration.

USMH cannot accept such a notice of class cancellation as a request to notify the faculty member's students – that responsibility rests solely with the faculty member (or the partner university). USMH will post notice of class cancellations inside its buildings but will not disseminate the information outside the confines of USMH. Notification of cancellation of USMH classes is communicated through its text and email alert system when the entire facility is closed and **all** classes with **all** universities are canceled.

When a faculty member cancels a class for any reason, USMH will confirm, when asked, the status of that class, but **will not** provide further details nor will USMH personnel relay messages from the faculty member about such things as make-ups or handling of class assignments. Further, **USMH will never** comment on the health of an instructor.

Fire/Safety/Health Procedural Information: Because the institution of administration for USMH is Frostburg State University, the primary document for conveying fire, safety, and health procedures is the publication, [Employee Safety Programs at Frostburg State University](#). The publication is available to every employee through the provided link and the link will be shared with new employees within thirty (30) days of initial employment.

First Aid: First Aid kits are located at the Security Desk. If there is a need for First Aid support, please contact the security desk (x 2718).

Accident Reporting and Recordkeeping Procedures: Accurate documentation of incidents and accidents allows for identifying corrective action to be taken that may reduce the number and/or severity of work-related illnesses or injuries.

The Executive Director (or designee), in cooperation with FSU's HR Office, will develop accident reports and recordkeeping procedures that reflect accurate useful information for analysis and implementation of corrective action and as record for us in the adjudication of prospective claims.

Information to be included in such reports and records will include:

- Significant facts – who, what, when, where, how, and why;
- Factors that may have contributed to the accident;
- Type of injury, part of body injured, severity of injury;
- Information about third-party contributors to the accident;
- On-site first aid or medical service provided, as well as referrals to community health providers.

Accident report forms are to be completed and signed by the employee's supervisor immediately following the accident but after the employee has received all appropriate attention. Witnesses to the accident may be required to sign written accounts. Any employee or security personnel who renders first aid to another employee will be required to indicate

what type of first aid was provided and to furnish a written account.

Completed and signed accident report forms will be submitted to the Executive Director at USMH for review, analysis, and distribution to appropriate agencies and offices. USMH will evaluate Accident Report and Recordkeeping procedures to determine:

- Whether or not accident investigations are resulting in the amount and type of information needed for resolving the incident;
- If information required by outside agencies is available and sufficient;
- Whether there is sufficient information to determine causal factors;
- If information is complete enough to develop preventive measures;
- If questions go unanswered that might be addressed if forms are modified.

Proposed changes to accident reporting forms may be submitted in writing to the Executive Director for evaluation.

The Quarterly Statistical Reports issued by the Injured Workers Insurance Fund are the basis for statistical analysis of work-related accidents involving USMH employees.

Recordkeeping that is directly associated with employee accidents, such as the OSHA 200 log, workers' compensation forms, or the employer's first report of injury, will be the responsibility of the Office of Human Resources of FSU. Recordkeeping that is necessary to evaluate institutional compliance with the Risk Management Program is the responsibility of FSU.

EXHIBITION PROCEDURES

Art Created by Local Artists, Student Artists and Works of Art: USMH will regularly display works of art including artwork on loan to us from the collection at the Washington County Museum of Fine Art. USMH staff reserve the right to determine which arts organizations the institution wishes to partner with and what artwork the institution wishes to exhibit.

Because campus administrators bear the responsibility for protecting and maintaining an environment conducive to the free exchange of ideas, USMH will provide a forum for public dialogue if and when there is controversy regarding the exhibition of art. USMH will strive to foster an environment for critical dialogue concerning the exhibition while maintaining a neutral relationship to the different cultural and religious values characteristic of our society.

FUNDRAISING

Coordinated USMH Fundraising Procedure: USMH engages in a variety of fundraising from private sources and partnering institutions. The Executive Director of USMH is designated by the Chancellor to have responsibility for cultivating, planning, directing, and coordinating the solicitation, acceptance, deposit, acknowledgement, stewardship, management, accounting, and auditing of all private gifts awarded to USMH. Management of grants and contracts is coordinated by the USMH Executive Director in cooperation with the Director of Advancement and Outreach, and the USM Foundation.

It is recognized that student organizations occasionally engage in fundraising activities. To ensure compatibility with USMH fundraising goals and to assist student organizations in realizing maximum fundraising potential, USMH encourages student organizations to inform the Student Success Coordinator or designee of their fundraising efforts.

Raffles, Sales, and Solicitation: Any recognized student organization shall be allowed to conduct commercial activity for the purpose of raising funds for charitable, educational, or athletic projects provided the university and USMH regulations are upheld, and the student success coordinator or their designee is notified at least one week prior to such events beginning.

Solicitation and sales by recognized student organizations of any service or product in the lobby must have approval from the Student Success Coordinator or their designee at least two (2) days in advance of the sale. Commercial sales will not be permitted without consent from the USMH Executive Director.

Gambling: Gambling is prohibited throughout the USMH campus. Charitable bingo and raffles approved by the Executive Director are exempt and may be approved on a case-by-case basis.

HUMAN RESOURCES

USMH: Frostburg State University is the coordinating institution for the University System of Maryland at Hagerstown. As managing university, all human resources services are provided by FSU. Any and all questions relating to employment category, rate of pay, pay schedule, annual/sick/personal leave, submitting time, union issues, work hours, lunch breaks, benefits, etc. should be directed to the Office of Human Resources at FSU and should also be communicated with your supervisor.

Partner Institutions: Partner institutions should consult all human resource questions with their home institution.

INFORMATION TECHNOLOGY

Computer Usage Procedure: Faculty and staff will have use of USMH-owned computers for academic purposes at USMH, and business-related purposes also associated with USMH.

Students will have use of computers in computer labs and classrooms for academic purposes.

Food and drink MUST be kept away from any station containing technology equipment (computers, laptops, printers, scanners, fax, etc.).

All use of USMH-owned computers is restricted to legal activities. Academic use and USMH business use will take priority over personal use at all times with no exceptions.

Computer configuration including hardware and software installation will be focused on academics and USMH business purposes. Computer configuration will not be altered without approval from the USMH Information Technology department and/or the USMH Executive Director.

A request must be submitted to the USMH Information Technology department for any hardware and/or software installation. A representative of the USMH IT department will perform the requested install provided the request is approved and meets safety and security requirements.

Classroom Technology Procedure: Computer and multimedia technologies in USMH classrooms will be used for academic and USMH business purposes.

The faculty of all affiliated institutions are required to participate in an orientation session for any and all classrooms in which their classes are assigned. All faculty should be knowledgeable in how to operate the technology and cameras. USMH's IT staff will be available to troubleshoot issues but will not be responsible for operating the equipment.

Students will be permitted the use of classroom equipment for approved academic assignments only and must be supervised by their instructor.

One-time renters must submit a list of their technology requirements on or before approval of their room reservation.

No additions, subtractions, or alterations to the existing classroom technology will be permitted without prior approval from the USMH IT department and/or the USMH Executive Director.

All approved additions, subtractions, or alterations to technology in any USMH classroom will be performed by a representative of the USMH IT department or an approved vendor.

Internet Usage Procedure: All use of the internet, business or personal, is restricted to activities permitted by Federal and Maryland State laws.

USMH will not be held responsible for any unlawful use of computers or the internet by any faculty, staff, student, or any individual regardless of their association (or lack thereof) with USMH.

I.T. Service Request Guidelines: IT service is limited to installation, repairs, maintenance, and training for information technology-related equipment approved for use at USMH. IT service does not include personal equipment, “house calls”, or the operation of equipment or applications on behalf of the end user. Exceptions will be made solely at the discretion of the representative in charge of the USMH Information Technology department and/or the USMH Executive Director regarding events that fall outside of normal academic and USMH business endeavors.

Requests for IT service should be submitted through Frostburg State University [helpdesk](#). If patrons are unable to address the request through the helpdesk a request can be communicated directly to the USMH Information Technology department by one or more of the following methods:

- Email
- Phone
- In-person verbal request
- Procedures outlined in official USMH classroom instruction manuals

All requests for IT service will be prioritized by severity, area of effects, and the number of people affected.

The USMH Information Technology department, including all representatives therein, will not be held responsible for problems resulting from incompatible network policies at participating universities. A lack of familiarity with the IT facilities and equipment at USMH does not constitute a defined problem. This can be addressed by scheduling a training session with the USMH Information Technology department.

Reporting Problems Regarding I.T. Equipment: Anyone who encounters a problem with any IT equipment or software approved for use at USMH must report the problem through the Frostburg State University [helpdesk](#) and to the USMH Information Technology department as soon as possible. Patrons can contact the USMH Information Technology department via any of the following methods:

- Email
- Phone
- In person verbal request

- Procedures outlined in official USMH classroom instruction manual

Problems are defined as malfunctions or inoperability of IT-related hardware or software approved for use at USMH. Users will be responsible for their own personal equipment and/or software.

Technology and Security Procedures: Doors to academic areas (classrooms, labs, library) shall remain closed and locked when not in use as specifically defined by the security procedures.

Doors to offices and non-academic areas shall remain closed and locked when unattended or not in use.

To preserve the integrity of the USMH networked computing environment, end users will not be granted administrator rights or privileges.

All hardware and software installation will be requested and approved through the Frostburg State University [helpdesk](#).

To protect data and preserve confidentiality of private and personal information, the following procedures are to be followed by all faculty and staff:

- When faculty and staff are at work, their computers should be locked or logged off when unattended. When faculty and staff are not at work, their computers should be shut down and turned off.
- All faculty, staff, and students are responsible for securing and backing up their own data.

LIBRARY

Absence of Library Staff: The Library is intended to be staffed at all times during open hours of operation. Currently, the library does not have a permanent library staff. Thus, USMH has provided unstaffed access for the benefit of students; however, generally when the library is unattended due to the absence of library staff, the library will be closed.

Library Use and Patron Identification: The USMH Library facilities, collections, and equipment are intended for use by currently enrolled college students, faculty, and staff. Therefore, USMH aims to provide an environment that is conducive to research, reading and studying. To maintain such an environment, library patrons may be asked to show a valid student, faculty, or staff I.D. Failure to produce a valid I.D. may result in loss of library privileges.

Purpose of the Collection: This procedure is a statement of the principles and guidelines used by the USMH Library in the selection, acquisition, evaluation, and maintenance of library materials. It is understood that, as the programs and other information needs of USMH change, so too will the collection development policy change to meet those needs.

It is the USMH Library's duty to ensure that its resources and services are available to all students and faculty members. The Librarian is responsible for consulting and actively working with faculty and students to develop and maintain a useful collection. Primarily, the collection is designed to meet the educational and public service needs of students, faculty and staff of USMH.

The USMH Library will provide special support for the following initiatives:

- Train students to become independent, lifelong learners by providing information literacy instruction in locating, accessing, evaluating, and using information resources in a wide variety of formats.
- Teaching methods include formal class instruction, orientations, tours, library guides, user aids, and point-of-the-use instruction.
- The library staff will work with individual faculty members to develop information literacy instruction modules to assist students in locating and using information resources to fulfill specific course requirements.
- Ensure sufficient technology in electronic media and other essential equipment necessary to support both library instruction and use of library services.

Responsibility for Library Collection Development: Ultimate responsibility for the development and maintenance of the library's collection rests with the USMH Librarian and/or contractual library staff.

The Librarian serves as a liaison with faculty from each USMH program of study. It is expected that faculty will work with the Librarian and/or contractual library staff to select appropriate library materials for their areas of study, evaluate the existing collection, and participate in the withdrawal of materials that are no longer appropriate for the collection. The library staff depends upon faculty expertise to provide assistance in selecting titles for acquisition.

All requests for materials are reviewed for their adherence to the selection guidelines. Student and staff requests for the acquisition of materials are also welcomed and encouraged and will be reviewed under the same standards as requests from other sources.

General Policies for Selecting Materials: The selection of materials is a continuous process affected by the changing curriculum as well as the availability of new materials. The general policy for selection applies equally to all types of materials being considered for library acquisition.

STANDARDS

The USMH Library supports the statements on collection development contained within the "Standards for Libraries in Higher Education" approved by the ACRL Board of Directors, June 2003. Because accrediting agencies generally use these Standards to evaluate library collections, it is important that the library maintain these standards.

Criteria for Selection of all Materials:

- Relevance to the curriculum and appropriateness to the user
- Timeliness and lasting value of material
- Reputation of the author, issuing body, and/or publisher
- Presentation (style and clarity)
- Aesthetic considerations
- Literary, artistic, or social value
- Appeal to the imagination, senses or intellect

Special features:

- Detailed, logical, accurate index
- Bibliography
- Footnotes
- Pictorial representations
- Physical and technical quality of paper, typography, and design
- Physical size
- Binding
- Durability
- Strength of present holdings in the same or similar subject
- Demand, frequency or interlibrary-loan requests for material on the same or similar subject
- Price/relative cost of material in relation to the budget and other available materials

ELECTRONIC RESOURCES

Electronic resources are defined as those that require computer access. The library has access to a range of electronic databases, based on the subscriptions of each individual USMH institution. The primary criteria for the selection of these databases are based on the individual development policies of each USMH institution's library.

SELECTION AND EVALUATION TOOLS

Materials chosen should assist in building a well-rounded collection that includes all viewpoints and opinions and that will meet faculty and student needs.

CRITERIA:

- Literary merit, enduring value, accuracy, authoritativeness, social significance, importance of subject matter to the collection, timeliness, popular demand, and cost
- Scarcity of material on the subject and availability elsewhere, quality and suitability of the format

TOOLS:

- Professional journals, trade journals subject bibliographies, publishers' catalogs and promotional materials
- Reviews from reputable sources and lists of recommended titles
- Purchase suggestions from faculty and students are also an important Source

DESELECTION

GENERAL GUIDELINE

- Superseded editions are routinely deselected from the collection.
- Duplicates are deselected within five years of publication date except in cases of continued high demand or where the library holds rare copies.
- Materials are deselected which cannot be repaired or rebound or when the cost of preservation exceeds the usefulness of the information contained are deselected.
- Because currency of information is extremely important in some fields such as health sciences, technology, and business, older materials must be regularly deselected so that outdated or inaccurate information is eliminated.
- Material that has not been used, based on circulation and browsing statistics, may be deselected after five to ten years of inactivity. However, some library materials, such as items considered works in their field, have long-term value and should be kept in the collection despite lack of use.

Use of Library Internet Access: The primary guidelines for students and other users of the computer workstations in the USMH Library are:

1. The **primary** function of the public access workstations in the USMH Library is **library research** directly related to classroom assignments originating from the faculty at the USM-affiliated institutions. **Priority** will always be given to currently enrolled students at USMH.
2. Every Internet Access user is entitled to the same **privacy**, and **freedom from censorship**, afforded him/her as when reading library print materials.
3. Internet Access **must not be used for** any activity which is defined by federal or state statute as **illegal** or which would inhibit, **restrict or otherwise prevent** another USMH Library user from successfully completing his/her research or assignment.
4. Parents/caretakers are responsible for children's use of the Internet in the USMH Library. The library staff selects materials appropriate for college age students, not younger students or the general public. Additionally, the library supports free access to information in both print and electronic formats. The library does

not practice censorship and does not intentionally block Internet sites. The library is not responsible for information a child views through the library's computers.

Use of Library Equipment:

1. Food and drink are not permitted at any computer workstation.
2. Downloading files to users' own USB drives, CDs, and floppy disks is recommended.
3. Users should not download files to the hard drive.
4. Personal communication (e-mail and chat rooms) is permitted.
5. If all computers are being used, those participating in e-mail, chat rooms or games must give up their computer to those who need to conduct research and/or other academic work.
6. The library reserves the right to schedule workstations for instruction or for access to electronic resources available only on specific machines.
7. Library staff are available to assist users with any of the installed computer programs, electronic databases, the USMAI Catalog, or internet searching.
8. Individuals requiring more training than staff can give are encouraged to schedule a training session during the semester.
9. Attempts to damage or alter library equipment or software are a violation of library policy and may result in the loss of library privileges.
10. Users will obey copyright laws and licensing agreements.
11. Users will be financially responsible for all computer damages they may cause.

Library Privacy: Although the USMH Library makes every effort to protect the privacy of user circulation records (including books and Internet searches), the Library may be obligated to release such information to federal law enforcement agents in response to a search warrant or subpoena issued in accordance with the Foreign Intelligence Surveillance Act, 50 U.S.C. 1861, as amended by the USA PATRIOT Act (Public Law 107-56). That law prohibits library staff from informing the library patron that it received such a request.

Library Code of Conduct: The USMH Library is committed to providing an atmosphere in which students may come to read, browse, do research, or study. This policy does not prohibit quiet conversation between patrons and/or staff members. It is designed to provide a reasonably quiet atmosphere in which library patrons may use library services and materials without disturbance.

Inappropriate behavior includes any activity that disturbs others, interferes with library operations, damage the equipment, building, or its furnishings, as well as

disassembling equipment, rudeness, profanity, lack of compliance with a reasonable staff request, or any other behavior generally considered unacceptable in a public place. If a patron is not responsive to the needs of other library users, disregards the policies protecting patrons, staff and library property, or does not comply with a reasonable request made by the library staff the individual will be asked to leave the library.

SPECIFIC GUIDELINES

The rights of individuals to use the library should not be abridged or denied. To guarantee these rights, no library patron shall engage in the following prohibited behaviors:

1. Bringing food into the library.
2. Drinking beverages in the library at computer workstations. Covered cups are permitted in other areas of the library.
3. Use of cell phones in the library.
4. USMH is a smoke-free facility. Please refer to the Smoking Policy
5. Willfully annoying another person.
6. Engaging in loud or boisterous behavior.
7. Damaging or defacing public property.
8. Uttering profane, obscene, or offensive language directed at another person.
9. Engaging in disrespectful attitudes or language, goading, teasing or other types of harassment of library patrons or staff.
10. Being in a state of intoxication.
11. Entering or remaining in the library without a shirt or shoes.
12. Loitering on the premises under circumstances that warrant alarm for the safety or health of any person or property in the vicinity.
13. Remaining in the library after its regular closing hours.
14. Sleeping in the library.
15. Sitting on furniture other than chairs or stools.
16. Running or throwing things in the library.

Ensuring a pleasant and productive environment for study and research for all users requires that each user of the library follow the **University of Maryland libraries Code of Conduct Policy**. This policy states that USM library users have a responsibility to refrain from:

1. Creating any disturbance or exhibiting any behavior that interferes with the normal use of the library, including: rowdiness, noise, sleeping, use of cellular telephones in quiet areas, and wearing or riding rollerblades or skateboards. Audible rings for mobile phones should be

- turned off while owners are in the library. Phones can be used in the lobby.
2. Consuming food or beverages in public areas of the library. Water in closed, clear plastic bottles is permitted except around copiers and computer equipment. Please see [“Why There’s No Eating and Drinking in the Library.”](#)
 3. Smoking or use of any tobacco products in the library.
 4. Removing or attempting to remove library materials or property without checking them out or without authorization.
 5. Failing to return materials following the expiration of the loan period and/or on request for return of materials by the library.
 6. Failing to pay the value of lost or damaged library materials.
 7. Concealing library materials in the library for the exclusive use of an individual or group.
 8. Mutilating library materials by marking, underlining, removing pages or portions of pages, removing binding, removing electronic theft detection devices or barcodes, or in any other way defacing library materials.
 9. Altering computer settings, software or peripherals. Please see the University’s Guidelines for the Acceptable Use of Computing Resources for further information, at <http://www.inform.umd.edu.aup>
 10. Harassing library staff or patrons.
 11. Bringing pets into the library excluding assistive animals.

Library Response to Subpoenas and Search Warrants: In October 2001 the U.S. Congress enacted Public Law 107-56, the USA PATRIOT Act (“Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism”). The Act amended more than fifteen different statutes, including wiretap, immigration and money- laundering laws, and gave law enforcement greater authority to conduct searches.

In particular, the Act amended the Foreign Intelligence Surveillance Act (FISA) to authorize law enforcement personnel to obtain a subpoena or search warrant for the production of “any tangible things (including books, records, papers, documents, and other items) for an investigation to protect against international terrorism or clandestine intelligence activities under particular conditions. That language has been interpreted to require the production of library circulation records. The Act prohibits the employee of an organization where information is requested or whose records are searched from divulging that request, except to the supervisor and legal counsel. Further, since the Act is federal law, it supersedes any state’s confidentiality laws with respect to library circulation records. It also could override private agreements with publishers regarding electronic resources.

Due to the nature of information technology and regardless of the USA PATRIOT Act, no library user should assume that her/his computer transactions, including electronic mail, are private. On the other hand, the UM Libraries will take all possible precautions to collect only necessary user information, to keep that information for as short a time as allowable, and to reveal information only upon presentation of appropriate legal, documented authority.

Introduction :

As a global network, the scope of information found on the Internet is wide and diverse. The USMH Library supports free and open access to all forms of information and does not attempt to monitor, filter, or censor the use of any of these resources. In support of our patrons' First Amendment right to freely seek and examine a broad range of opinions and ideas, the Library adheres to the following American Library Association statements on access to information:

-Library Bill of Rights

-Freedom to Read Statement

-ALA Council Resolution on the Use of Internet Filters

In addition to complying with the policies outlined in this document, the library user also assumes certain responsibilities when using one of the Library's computers:

- A. The Library assumes no responsibility for accuracy, authority, objectivity, currency, or content of any Internet resource. Library users peruse the Internet at their own risk, realizing the potential for accessing offensive, inaccurate or illegal information. Users must apply their own set of evaluative criteria to information.
- B. It is the responsibility of the user to read and abide by this policy as well as the USMH Computer Usage policy and the U.S. Copyright Law (Title 17, US Code).
- C. Guardians are advised to read and share with children under 18 the document published by the National Center for Missing and Exploited Children entitled Child Safety on the Information Superhighway.

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest,

information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

- II. Libraries should provide materials and information presenting all points of view On current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to Provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting the abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Unattended Children in the Library: The USMH Library is open to college students, faculty, and staff. Children are welcome to visit the library under unique circumstances; however, the library staff is not responsible for the safety of children. Minors who are left unattended will be reported to the Hagerstown Police Department after reasonable attempts have been made to locate a parent or caregiver.

Additionally, it is important to remember that the library is a place of study and research. Noisy and disruptive behavior will not be tolerated by any patron. Rules of common courtesy should always be observed. Parents/caregivers are responsible for watching and controlling their children in the library. Undesirable behavior will result in the patron not being allowed into or asked to leave the library.

Children 12 and Under: If a child is 12 or under, a parent/caregiver must be in the library with the child at all times. If taking the place of a parent, the caregiver must be at least 13 years of age and must have emergency contact information. At any time, under the discretion of the library personnel in charge, the child, children, teenager(s) or family may be asked to leave the library.

Teenagers Age 13 and Up: Teenagers age 13 and up may use the library on their own. Parents, however, are still responsible for the actions and safety of their teenagers. Teenagers are subject to the same rules of conduct and consequences as other library users, including being asked to leave the library.

Law Enforcement Action: It may be necessary to notify appropriate law enforcement or child protective authorities in compliance with the State of Maryland Statutes (Article-Family Law; Section 5-801) if:

- An unattended child is being disruptive
- A child is left unattended for a long period of time
- A child is deemed to be at risk of harm (as in the case of a child being left alone when the library closes)

State of Maryland Statutes

Article – Family Law

Section 5-801

- (a) A person who is charged with the care of a child under the age of 8 years may not allow the child to be locked or confined in a dwelling, building, enclosure or motor vehicle while the person charged is absent and the dwelling, building, enclosure, or motor vehicle is out of the sight of the person charged unless the person charged provides a reliable person at least 13 years old to remain with the child to protect the child.*
- (b) A person who violates this section is guilty of a misdemeanor and on conviction is subject to a fine not exceeding \$500 or imprisonment not exceeding 30 days, or both.*

Students with Special Needs Library Use: People with disabilities have the right to use USMH library services with the same ease and independence as other members of the community. Patrons with special needs should be able to conveniently identify and obtain library materials that meet their needs in a format that they can use. The USMH library values all users and seeks to provide a climate in which information concerns are met. The library staff is committed to excellence in service for all people.

USMH computer workstations are situated on tables that are at a height that will accommodate most wheelchairs. The library is located on the first floor with no obstructions that might deter physical accessibility. A staff member should be available for assistance during hours of operation for specific special needs requests. In addition, USMH students are entitled to disability services through their home institutions.

LOST AND FOUND

243.0 VIII-1.21 – Policy on Lost or Abandoned Currency or Tangible Personal Property on University System Premises (approved by Board of Regents 7/26/90)

Any found unclaimed property can be turned in to lost and found at the security desk. All items will be documented in a logbook. Lost currency will be secured in a locked area and recorded in the logbook. Every attempt will be made to contact the owner if personal information is available to identify the owner.

All unclaimed items are held for twelve (12) months and will be donated to a charitable organization or disposed of after thirteen (13) months. Any unclaimed currency will be deposited in the USMH general fund.

Any individual who has found the abandoned or lost currency or property has a priority claim which must be exercised within thirty (30) days after the one-year holding period expires.

PARTNER INSTITUTIONS

Awarding Degrees: This policy references the Board of Regents Policy III-7.00, "Policy on Degree and Curricular Requirements. The provider institutions are responsible for establishing degree requirements and for awarding the degree to students upon satisfactory completion of the program requirements.

Academic Advising: The intent of the University System of Maryland is to ensure that the student's academic experience is planned through accurate and timely academic advising and be in accordance with Board of Regents Policy II-2.50, "Policy on Academic Advising." Partners should identify advisors and their availability at USMH. Academic advisors should provide students with convenient virtual or face-to-face opportunities prior to the start of each term in which they offer courses to meet with students for academic advising.

Targeted Support: USMH provides some select support services to students on our campus. For example, USMH provides library services. However, partner institution students also have access to services on the main campus. Specific targeted support such as veterans services or disability services will be handled by the home institution. For specific questions regarding which services are available by USMH or the partner institution please contact the Student Support Coordinator.

Faculty and Student Concerns: Faculty at USMH are partner institution employees. Students on campus are partner institution students. USMH does provide support as the regional higher education center and should be made aware of student or faculty related concerns so that they can make appropriate adjustments in order to accommodate parties' needs. However, faculty and or student concerns fall under the purview of the partner institution and USMH will not adjudicate these issues.

Chargeback Invoicing Procedures: A chargeback is an expenditure transfer between two USM departments or cost centers for goods or services provided. An internal department or cost center is specified by a Financial Records System (FRS) account number. Goods or services provided to anyone without an FRS number would be external and are not covered by this policy (see external billing policy). The primary purpose of the chargeback is for a cost center to recoup costs for providing goods or services to another department when these types of expenditures are not provided for through the normal budgeting process.

The charging USMH cost center will then furnish the user a detailed invoice once the service is complete or when the goods are delivered. At the completion of each quarter of the fiscal year, USMH shall provide the FSU billing office with a summary list of charges for the quarter by the ten-digit FRS account number (if applicable) and shall include a brief description of the goods or services, and the total dollar amount to be charged for the quarter.

If the chargeback policy described above is not applicable, an invoice will be generated. This chargeback procedure covers costs such as telephone, photocopying/printing, postage, parking passes, testing, IT technical support outside what is specified in the Memoranda of Understanding (MOU) between USMH and its partner universities, or other charges as agreed upon by USMH and a partner institution.

Course Sharing: The provider institutions at USMH offer tightly constructed upper division undergraduate programs that are articulated with Hagerstown Community College, Frederick Community College, or other partners. It is the intent of the institution to provide richness to the academic program by allowing students to take courses in other provider institutions. In order for students to take courses from another partner institution the two institutions must enter into a cooperative course sharing agreement. The agreement should define the home institution (the institution at which the student is seeking a degree seeking) and the host institution (the institution at which the student hopes to register). The following principles should also be addressed in the implementation of the cooperative course sharing agreement.

1. The process shall be seamless for the student.
2. Provider institutions have the discretion to provide course seats to “non-native” students.
3. The host institution will enroll the student based on the expectation of payment from the home institution.
4. A student wanting to enroll in another institution’s course needs explicit permission from the home and host institutions.
5. Students pay tuition for the course to the home institution as if it were a course offered at the home institution.
6. Any special course fees are billed to the student by the home institution and then paid to the host institution.
7. The home institution will pay the host institution an agreed upon rate.
8. Payment from the home institution to the host institution is negotiable. This policy and any specific set tuition limit will be revisited at the beginning of each fiscal year.
9. Payment rates may differ according to the cooperative agreements between the home and host institutions: (a) single student enrollments, b) agreed to set-aside of a specific number of seats, or c) contracts for entire sections of a course.
10. Credits earned in this fashion count as resident credits for the student and the FTE’s generated by these enrollments will accrue to the home institution.
11. Students will use the Inter-Institutional Registration form.
12. USMH will make procedures for course sharing and fund transfers available to provider institutions.
13. Participating institutions will identify points of contact for course sharing.

Identification Tags: All students, staff, and faculty on USMH campus will be issued a photo identification tag. While it is not necessary for staff and faculty to wear their ID tag at all times, it must be available for use and will be required for access to the elevators and stairwells.

To obtain an identification badge, contact the Administrative Assistant. They will take a photo, create, and print the badge as well as manage access. Student badges are created and managed on a semester by semester basis, no exceptions.

Keys: To provide a safe environment for all employees, students, faculty, and visitors of USMH, all requests for keys to the facility must be approved by the Executive Director. The Business Manager will require a signature of acceptance of key(s) upon issuance. An ongoing key inventory will be maintained by the Business Manager.

Kitchen: The kitchen is available for use by all USMH and partner institution faculty and staff and is located in Room 129. The kitchen includes a refrigerator, microwave, and dishwasher. All persons utilizing the kitchen are expected to clean up after themselves. Vending machines are also available in the student lounge area on the first floor.

Paper and Printer Supplies: If you need printer/photocopy paper please reach out to the Administrative Assistant. If there are any printer cartridge issues, you can contact the Administrative Assistant or the IT Representative. Cartridges should be regularly provided as part of our copier contracts.

Policy on Teaching: To meet the needs and expectations of the students and other clientele of USMH, the faculty of the respective provider institutions must meet the standards, responsibilities, expectations, and accountability measures of their employing institutions. This policy references the Board of Regents Policy II-1.25 "Policy on Faculty Workload and Responsibilities" and those policies of the provider institutions that implement BOR Policy II-1.25.

A. Policy

The responsibility for the integrity of the academic program and the quality of the faculty teaching at USMH lies with the provider institution that employs the faculty member. The policies of that institution exclusively govern the employment relationship with the faculty member.

B. Implementation

1. The provider institution has the responsibility to ensure that faculty in its employ who teach at USMH are informed of USMH policies and procedures and that they act in compliance with them.
2. Applicability: this policy applies to all institutions that offer instruction at USMH.
3. USMH policies and procedures will be made available to the provider institutions along with updates as they are made and approved.

Religious Accommodations: In accordance with Maryland state law partner institutions should provide reasonable accommodations for students practicing sincerely held faith-based or religious beliefs. Partners should comply with their institutional policy to provide an accommodation for students to observe faith-based or religious holidays and participate in organized religious activities. They should also follow their institution's process for grievances. To comply with the accommodation to provide space to accommodate faith-based or religious practices USMH has designated the student council area to accommodate student needs. If students have questions or concerns about the space, please have them contact the Executive Director.

Withdrawing a Credit Program: The intent of this procedure is to set the parameters for withdrawing an academic program from the University System of Maryland at Hagerstown (USMH).

A. Procedure

In the case of a provider institution electing to withdraw a program from the USMH Center, the institution must follow its own policy for discontinuance of an academic program. In addition, if not outlined in its own policy, such provider institutions shall:

1. Notify the Senior Vice Chancellor for Academic Affairs in writing of its intent to withdraw the program no less than one calendar year prior to the actual withdraw of the program from the USMH Center.
2. Notify the Executive Director in writing of its intent to withdraw the program no less than one calendar year prior to the actual withdrawal of the program from the USMH Center.
3. Provide a plan to withdraw the program that includes provisions for students enrolled in the program at the time of notification to complete their degree to the Executive Director.

PROHIBITED BEHAVIOR

Alcohol on Premises: It is at the discretion of the Executive Director to approve events including alcohol that are sponsored by any non-student individual or group, including but not limited to faculty, staff, or other third-party organizations. It is also at the discretion of the Executive Director to approve events including alcohol made by students or student organizations. Alcoholic beverages may not be possessed, distributed, or consumed at USMH without the consent of the Executive Director and USMH administration.

If an event involving alcohol is approved the following guidelines will apply:

- A preponderance (95%) in attendance must be of legal drinking age
- The focus of the event must not be the consumption of alcohol
- The sponsors of the event shall comply with all USMH, State, County, and Municipal alcoholic beverage procedures, regulations, and statutes
- A third party with a liquor license must provide all alcohol-related services
- Non-alcoholic beverages must be available at all times when alcoholic beverages are being sold or distributed. These beverages must be available at a comparable price.
- Sponsoring organizations will provide solid food to moderate the effects of alcohol consumption
- At least one USMH or institutional full-time, professional staff member must be present to supervise the event and ensure all policy guidelines are followed.
- Police/security may also be required depending on the size and nature of the event.

Members of the sponsoring group providing alcoholic beverages must submit a proposal outlining methods of compliance with the guidelines listed above. After a review of the proposal, the final decision to authorize the event rests with the Executive Director of USMH.

Children in the Workplace: USMH is sensitive to the fact that, on occasion, it may be necessary for staff members, faculty, or students to bring young children to campus. Emergencies may arise when regular childcare is unavailable, or there may be times when children accompany their parents on national “bring a child to work” days or simply to be introduced to professional colleagues.

When young children are brought to the USMH campus by their parent or guardian, it is important that they be monitored for their own safety and that their presence not be disruptive or inappropriate in a professional setting accordingly, these provisions will apply when children of student, faculty, or staff are present:

1. Children may not be brought to the workplace on a regular basis in lieu of off-campus childcare. If a child is brought to USMH campus on an emergency basis, the child may not be ill. USMH employment leave policies are quite liberal, both in the number of days allowed and in their desire to assist employees with occasional special or emergency family needs. Supervisors

are encouraged to accommodate working parents with such occasional needs by allowing flexibility in work schedules.

2. Children present in the workplace must be accompanied by or under the direct supervision of the parent or guardian at all times. This policy is intended to avoid disruption, maintain a professional work environment, prevent property damage and, most importantly, ensure the safety of the children.
3. USMH staff are not responsible for the care and supervision of children.

Endangering the Health and Safety of Self or Others: USMH will call 9-1-1 and involve the Hagerstown Police Department when individuals or groups endanger or intend to endanger the safety, health, or life of any person.

Guns and Other Deadly Weapons on Campus: In following the policies of our partner institutions USMH prohibits the unauthorized carrying or possession of firearms, knives, or deadly weapons on campus with the exception of sworn law enforcement officers.

No-Smoking Guidelines: In the interest of promoting a healthy, substance-free environment on the campus of USMH and with the increase of non-smokers, as well as the proven risks associated with exposure to secondhand smoke, USMH implements the following guidelines:

- A. By state law smoking (defined herein as smoking or carrying lighted tobacco products) shall not be permitted in or around the USMH building. The rights of non-smokers will be diligently protected. "Smoking" includes carrying or smoking a lighted tobacco product or the burning of any material to be in any way inhaled including, but not limited to, cigarettes of any type, cigars, cigarettos, hookahs, and pipes.
- B. Smoking is **prohibited** within **20 feet** of the entrance of any fully-functional university system-owned or leased building, air ducts, windows and within university system-owned vehicles. This policy shall apply to all students, faculty, staff, visitors, renters, and vendors on the premises.
- C. Smoking is **prohibited** in the adjacent courtyard/University Plaza.
- D. Enforcement of this policy will be implemented through the use of signage and security presence.

Pets on Campus: Students, faculty, staff, and visitors of the USMH campus shall not bring pets onto the campus unless properly leashed, nor into campus buildings unless:

- For accepted academic, research, or programmatic purposes and has been so determined by the appropriate university administrator for the facility involved;
- An assistance animal whose purpose is to assist a blind or otherwise disabled person.

Skateboarding: Skateboarding is not permitted on or in the campus of USMH. This policy is necessitated by the concern for the safety of individuals and damages to USMH facilities. Such facilities shall include all USMH owned and leased property, and the University Plaza.

VISITORS

Visitors to USMH are required to sign-in and sign-out at the Security Desk. Please forward any appointment/meeting information to the Administrative Assistant so that your appointment can be included on the USMH Master Calendar. This will aid security in providing a proactive approach to greeting visitor(s) and prospective students and helping them find the location of their meetings, classes, or other events. All visiting children should be accompanied by or under the direct supervision of a parent or guardian at all times.