Library & Open Lab User Guidelines

All members of the College community (students, faculty, staff, alumni and community users) have the right to learn, work, and relax in an environment which supports collaborative learning. All members of the College community shall exercise this freedom with responsibility, respecting the diversity of the other users in the Library and open labs.

Library/open lab users are entitled to:

• Use computer workstations for the primary purpose of academic work
• Use cell phones in a non-disruptive manner, outside of quiet study areas
• Access and use library resources that are complete and undamaged
• Bring food and drink into the library

Library/open lab users are expected to:

• Copy materials using the guidelines posted at copiers
• Place garbage and recycling in the appropriate waste receptacles
• Provide supervision for children that may accompany them
• Use only public areas
• Leave the building as requested at closing or during emergency drills
• Follow Code Red procedures when applicable

To maintain a safe environment, free of harassment and discrimination, the Library Commons and open lab prohibit:

• The use of threatening, intimidating or abusive language and disruptive noise
• Removing Library materials and other property without proper check out procedures
• Defacing or damaging library resources including books, DVDs and journals
• Using cell phones or other technology in a disruptive manner, and in quiet study areas
• Harassment, any form of sexual misconduct, rowdiness, smoking, drinking or use of other controlled substances

Procedures:

• Library users who are disturbed by the conversations or activities of those around them may approach the offender and request that they stop. If you are not comfortable addressing your concern please advise Library staff. If disruptive behavior continues security will be advised.
• Staff may require users to show the contents of backpacks or briefcases at the exit to check for library materials
• If a child is left unattended or in need of protection, police and/or Children’s Aid Society may be contacted

Violations of these guidelines may result in the loss of library/open lab privileges and may be subject to sanctions. All College policies, including the Information Technology Acceptable Use Procedure, the Copyright Policy, and the Code of Conduct as well as Human Rights legislation must be followed. The Code of Conduct takes precedence over these guidelines in all circumstances.