

Library Code of Conduct

Effective Date: February 2016

Originating Office: Library Administration Office

Supersedes/Amends Policy Dated: March 2011

Policy Number: G-14

PREAMBLE

The *Library Code of Conduct* applies the principles inherent in the *University Code of Rights and Responsibilities* including Section 1 (2) which states that “All Members of the University, as defined in Section III of the Code, may reasonably expect to pursue their work, studies and other activities related to University life in a safe and civil environment. As such, neither the University nor any of its Members shall condone any conduct which adversely affects the University or any of its Members”.

<http://vpexternalsecgen.concordia.ca/documents/policies/BD-3.pdf>

The *Library Code of Conduct* is established to ensure that this environment is maintained. It applies to all areas of the Concordia Library, including stack areas, study spaces, classrooms, group study rooms, meeting rooms, stairwells, and washrooms.

USE OF THE LIBRARY

Access to the Library is permitted only for the purpose of using library resources or for the purpose of academic study. Loitering is not permitted. Soliciting is not permitted. Audio recording, videotaping, photography, and other audio-visual recording are not permitted except where expressly authorized by the Library in accordance with the *University Policy on Filming and Photography on University Premises*. More information is available at: <http://library.concordia.ca/about/policies/filming.php>

IDENTIFICATION

Every individual in the Library must be prepared to provide valid personal identification if asked by Library or Security personnel. Members of the University community should carry their valid University ID card at all times when in the Library. Users are reminded that ID cards are not transferable.

CONDUCT

Users are expected to behave in a civil and quiet manner at all times. Additionally, users should note the particular requirements listed below.

SHOW RESPECT TO OTHERS

Users must behave in a civil manner towards Library staff members and other users. Behaviour that threatens, harasses or demeans others is not tolerated in the Library. Such behaviour undermines the peace and security of the Library, and contravenes the *University's Code of Rights and Responsibilities*.

Users are asked not to occupy excessive space, and not to leave personal effects unattended in study areas, so that all can find a place to work in the Library. Users are asked only to occupy specialized

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workstations (e.g. microform reading stations, computer workstations, adaptive workstations for users with disabilities) when using the specialized features.

CONTRIBUTE TO A QUIET ATMOSPHERE

Disruptive noise is not permitted. This includes any noise or activity that disturbs the concentration of other users such as loud talking, noise from electronic devices and long conversations on electronic devices. In addition, electronic devices should be turned on silent mode throughout the Library.

In collaborative spaces, including group study rooms, quiet talking using a low voice is permitted.

In silent study rooms and other spaces designated for silent study, silence is required. Talking or noise from electronic devices, including headphones, is not permitted.

The Friends of the Library Room located in LB-361 is a zero-noise room that has been set aside to provide a peaceful oasis for quiet reflection. In addition to no talking or noise from electronic devices, including headphones, no keyboarding is permitted.

FOOD and BEVERAGES

Beverages are permitted if they are in spill proof containers only.

Food is prohibited except for designated snacking areas.

RESPECT LIBRARY RESOURCES, SPACES and FACILITIES

Users are responsible for the careful handling of Library materials. Defacing or damaging Library materials (such as through marking, highlighting, underlining, writing notes, attaching post-it notes, folding corners, removing pages, or removing security devices) is forbidden.

Users are responsible for using Library spaces, equipment, furnishings and facilities in a responsible and respectful way. This helps to preserve facilities and ensure a welcoming and clean environment. Users must not place their feet on chairs, window sills or tables and must keep spaces neat and tidy.

HONOUR LIBRARY POLICIES

Users are responsible for informing themselves of Library policies. These policies are designed to ensure the security of people and resources, including electronic resources, and to maximize equitable access to materials and facilities. Excessive or repeated infractions are costly and disruptive to the University community as a whole. Library policies are available at: <http://library.concordia.ca/about/policies/>

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NON-COMPLIANCE

Non-compliance with the *Library Code of Conduct* may result in the loss of library privileges and/or expulsion from the Library.

Threatening behaviour, harassment, theft and vandalism are not tolerated in the Library. Persons demonstrating such behaviour will be dealt with according to the procedures of the University's *Code of Rights and Responsibilities*, and may be barred from the Library so as to ensure the safety of others.

Users are responsible for the repair or replacement of damaged Library materials, and for the replacement of Library materials or equipment lost while in their care, and for the repair or replacement of equipment and furniture damaged through misuse.

QUESTIONS, COMMENTS OR COMPLAINTS

Users are reminded that Library personnel in general are not authorized to make exceptions to policies.

Questions, comments, or complaints about this policy or its application should be addressed to the Library Administration Office:

by email :

lib-admin@concordia.ca

or by mail to:

University Librarian
Library Administration Office
Concordia University, Webster Library
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