

Library Code of Conduct

The *Library Code of Conduct* applies the principles inherent in the Code of Rights and Responsibilities 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. (BD-3 par.I.2) <http://vpexternalsecgen.concordia.ca/documents/policies/BD-3.pdf> (August 1, 2010)

The Library Code of Conduct is established to ensure that this environment is maintained. It applies to all areas of the 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.

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 & Responsibilities*.

Users are asked not to occupy excessive space, and not to leave personal effects unattended in the study areas, so that all can find a place to work in the library. Users are asked not to occupy specialized workstations (e.g. microform reading stations, computer workstations, adaptive workstations for the disabled) when not intending to use the specialized features.

Users must not place their feet on the furniture. This is disrespectful to others, and may cause damage to the furniture.

CONTRIBUTE TO A QUIET ATMOSPHERE

Excessive noise is not permitted in the library. Any noise or activity that disturbs the concentration of other users (including noise from conversations, cellular phones, music devices, etc.) is considered excessive.

Young children may be brought to the library provided they remain quiet and orderly, and are supervised by an adult.

KEEP THE ENVIRONMENT CLEAN

Drinks in spill proof mugs or in sealed containers are allowed in the library. All food is prohibited. Food odours and garbage are offensive to others. Food residue and spilled drinks cause insect infestation and damage to library collections, carpet and furnishings.

HELP PRESERVE THE RESOURCES

Users are responsible for the careful handling of library materials. Markings (including highlighting, underlining, writing notes, pasting tags, folding corners, etc.) reduce the lifetime and usefulness of the materials.

HONOUR LIBRARY POLICIES

Users are responsible for informing themselves of the library policies. These policies are designed to ensure the security of people and 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.

There are a number of Library and University policies that relate to all users. Policies may be viewed at:

<http://library.concordia.ca>
<http://secretariat.concordia.ca/policies>

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 & 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: libadmin@alcor.concordia.ca
By mail to: Library Administration Office
Concordia University, Webster Library
1455 de Maisonneuve Blvd. West
Montréal, Québec H3G 1M8