

**LIBRARY****PROCEDURE FOR UNATTENDED STUDY SPACES**

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**Effective Date:** January 7, 2019**Originating Office:** Library Cabinet**Supercedes/Amends Procedure dated:** October 1, 2012

Local Procedures: General

**Procedure Number:** LP-17

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**BACKGROUND**

The Libraries' study spaces and workstations are heavily used, especially during peak periods of the semester. For a variety of reasons, some users leave their workspace unattended for long periods of time. This situation frustrates other users who are in need of computers or study space, and it prevents them from accessing library services and resources.

**PROCEDURE**

This procedure applies to all study spaces including workstations, group study spaces, individual study tables, etc.

The time limit on unattended study spaces is 30 minutes.

1. When a student reports an unattended study space or workstation, a staff member takes note of the area (e.g. location, workstation number if applicable) and the time.
2. 30 minutes later, if the study space or workstation is still left unattended, two staff members will go to the area and collect personal belongings, putting them in a clear plastic bag and bring it to the Loans Desk (Webster) or Public Services Desk (Vanier).
- 3- The following note is left at the workstation:

This workstation was left unattended on [DATE],  
from X:XX a.m./p.m. to X:XX a.m./p.m.

Belongings were removed and can be picked up at the Loans Desk  
(Webster) or Public Services Desk (Vanier).

- 4- In order to claim items, a user needs to be able to describe what was removed.
- 5- This procedure will be publicly available on the Library website.