

## **Code of Conduct when using the Library and Learning Resource Centre:**

The Library and Learning Resource Centre strives to provide access to complete and well maintained collections, online information resources and equipment. We seek to provide a safe and secure environment and facilities suitable for reading, studying and other scholarly activities.

Registered users are expected to respect the rights of others and the mission of the Library and Learning Resource Centre.

### **Individuals will:**

- Present university identification upon request
- Bring and use only bottled water within the LLRC space.
- Work quietly at all times respecting the rights of others to study.
- Be considerate of students studying if you choose to use the LLRC to access the main building.
- Use online library resources in accordance with to university e-resources guidelines.
- Follow borrowing and room booking guidelines when using resources and facilities.
- Report immediately any damage of LLRC furniture or equipment to staff at information services desk.
- Respond to emergency or security gate alarms and other situations as instructed by staff; leave area 15 minutes before closing time and limit the use of library to authorized areas only.

### **Individuals will not:**

- Exhibit any threatening or intimidating behaviour if approached by staff or LLRC student assistant requesting user to comply with regulations.
- Create disturbance with disruptive noises eg: loud talking, laughing or audible electronic devices.
- Obstruct use of resources or equipment through deliberate misplacement or unauthorized removal of item.
- Deface, damage or misuse library resources, furniture, equipment or upholstery.
- Have food and drink in areas where prohibited.
- Leave personal belonging unattended.
- Occupy study space or carrels with personal belongings for long periods.

### **Sanctions for non-compliance:**

User found in violation of this code of conduct may be asked to present university identification card to staff, security personnel or student assistants; may be asked to have bags searched; may be asked to leave the area temporarily; may be reported through incident report for disciplinary actions.