

## **LIBRARY CODE OF CONDUCT**

The University Library is responsible for securing the library's scholarly resources and safeguarding its collections and equipment against theft and abuse. The Library also aims to maintain an atmosphere conducive to study and research. Library users are expected to show consideration of the rights of others, and should behave in a manner which does not inconvenience or offend others in matters of study space, noise, littering, or general conduct.

The Library has established the following Code of Conduct which addresses the use and protection of the collections, the building, equipment and the library environment. The following regulations apply in all Lakehead University Libraries including The Chancellor Paterson Library, Education Library and Orillia Campus Library.

### **USE OF LIBRARY RESOURCES**

Library materials may be removed from the Library only when they have been checked out at the Circulation Desk or when authorization has been obtained. Information on loan periods and fines can be found on the Library website under [Borrowing Policies](#).

Library resources, equipment and furniture should be treated with care and should not be mutilated, defaced or otherwise damaged.

The concealing or reserving without library authorization, of material in the Library for the exclusive use of an individual or group is not permitted.

When the Library security alarm at the Circulation Desk has been activated, the user is required upon request to submit backpacks, bags, etc. for inspection.

### **USER CONDUCT**

#### **Behaviour**

Offensive and inappropriate behaviours or the use of coarse language will not be tolerated.

#### **Food and Drink**

The Library is committed to providing a comfortable clean environment for students and all users. Although food and drink can be harmful to library materials, we recognize that studying for long periods requires some refreshment and nutrition. To better balance Library users' needs and the needs of the Library collection, the Library has established a flexible food and drink policy.

In the Library study areas, food such as cold light snacks (no hot foods or foods with strong aromas) and non-alcoholic beverages in containers with lids may be consumed under the following conditions:

- Care should be taken when consuming food or beverages in order to prevent damage to books, equipment, furnishings and carpets.
- All garbage and waste materials must be disposed of in the proper receptacles. Many trash cans and recycling bins are available in all libraries. If disposing of beverages, pour liquids into the washroom sinks before recycling or throwing away the containers.
- Any spills or leftover refuse should be reported to staff immediately.
- The preparation or delivery of food/beverages is not permitted.

Food and drink are not permitted in these specific areas: Northern Studies Resource Centre and the Archives (The Chancellor Paterson Library) and computer labs (all Libraries).

Co-operation with this policy is encouraged to ensure the Library will remain a litter-free environment for the use and enjoyment of all library users.

### **Noise**

All Library users are entitled to a quiet environment in which to work. Loud conversation or other disturbing noise is an inconvenience to others. In consideration of other library users, please respect the following library study area designations and noise level expectations, and modify levels of conversation and activity accordingly.

#### **The Chancellor Paterson Library**

##### High traffic and Group Study Areas

Includes Ground floor, Main Floor and the 4<sup>th</sup> Floor (including Group Study rooms) in The Chancellor Paterson Library.

- Conversational noise is expected but users are asked to refrain from loud or disruptive conversations or other noisy behaviours.
- Use of cell phones is allowed provided conversations are brief and are not disturbing to others.

##### Quiet Areas

Includes 2<sup>nd</sup> Floor, 3<sup>rd</sup> Floor, and the Northern Studies Resource Centre (5<sup>th</sup> Floor) in The Chancellor Paterson Library.

- Noise should be kept to a minimum.
- Cell phone use is not permitted.

## **Education Library**

- A study area is provided along the south side of the Education Library. As this area accommodates both individual and group work, conversation is expected but noise levels should be kept to a minimum.
- Use of cell phones is allowed provided conversations are brief and are not disturbing to others.

## **Orillia Campus Library**

- Conversational noise is expected but noise levels should be kept to a minimum.
- Use of cell phones is allowed provided conversations are brief and are not disturbing to others.

## **Computer Use**

The Library's computing resources are primarily for the research needs of Lakehead University students, faculty and staff.

Use of all computer workstations in the Library is governed by the University's [Code of Computing Practice](#) and [Policy Regarding Devices Connected to the Lakehead University Network](#).

## **Cellular Telephones**

Cellular telephones should be turned off or set to vibrate when in the Library. They may be disturbing to other Library users. Library users wishing to use cell phones are asked to do so in approved areas as outlined under [Noise](#). Cell phone conversations should be brief and should not be disturbing to others.

## **Electronic Devices**

Noise from MP3 players and other audio devices including laptops/computers with sound must not be audible to others.

## **Personal Property**

Personal items should not be left in the Library unattended. The Library is not responsible for lost or stolen personal property. The Library asks that you refrain from the informal reservation of space by depositing personal effects for prolonged periods.

## **Furniture Relocation**

Students are requested not to rearrange Library furniture beyond normal use. Furniture must not block aisles, exits and doorways, interfere with the flow of traffic, or endanger the health and safety of users.

### **Inline Skates / Bicycles**

Bicycles and the use of inline skates or skateboards are not permitted in the Libraries.

### **Pets**

Animals, aside from service animals, are not permitted in the Library buildings.

### **Filming**

Photographing, filming or video/audio recording is prohibited without the express prior permission of the University Librarian.

### **Solicitation**

Solicitation is not permitted in the Library without the permission of the University Librarian.

### **Children**

Children must be accompanied by an adult who is responsible for their safety and supervision.

### **Emergencies**

In case of emergency, all library users are required to abide by the procedures outlined in the [Lakehead University Emergency Procedures Booklet](#).

## **SANCTIONS**

Regulations apply to all Library users, including external borrowers and casual visitors.

Students who disregard these regulations may be subject to University discipline as set down in the Lakehead University [Code of Student Behaviour and Disciplinary Procedures](#). Other library users may have their borrowing privileges revoked, may be asked to leave the building or may be banned from the Library.

April 24, 2009