

LIBRARY USERS PROTOCOL

Position Statement

The Library and Learning Commons is a resource centre maintained for the benefit of the entire College.

The following protocols are intended to allow optimum usage of facilities and resources, while balancing the need to maintain an atmosphere conducive to academic work and study. In order to support this learning environment, the library staff may request that any person in conflict with the following protocols leave the library.

Food and Drink

Food is not permitted in the library. Beverages with lids are allowed; please report spillages to library staff. Library patrons should dispose of drink containers and garbage in the appropriate garbage or recycling bins; Tim Hortons cups are not recyclable.

Noise

Library users may talk quietly in the library but not in the silent study areas. Students will be required to take phone calls outside the library. Noise from cell phones, audio or other electronic devices is prohibited. Those who do not comply may be asked to leave the library.

Computer Use and Printing

Computers are provided for students to work on assignments. Students who use the computer for non-academic purposes may be required to give up their workstation. The library printers are provided for students to print assignments, research results or other materials related to course work. PowerPoint presentations should be printed in a format displaying multiple slides per page. Please refer to Cambrian College's "Computer System and Internet User Agreement".

Library Classroom

The library classroom is booked through the Library Help Desk. It is used primarily by library staff to provide instruction to groups. When not in use by library staff, it may be booked by teachers or other College employees and used as shared group study space.

Study Rooms

Group study rooms must be booked at the Library Help Desk. Each group may use the room for up to two hours per group per day; a group must be 2 or more people. Please respect fellow learners and do not exceed this time limit. Students using a group study room that has not been booked will be asked to leave the room. Rooms may be booked in advance. Absolutely no talking or other noise is permitted in the silent study areas.

Provision of Office Supplies and Office Equipment to Students

Hole punches, scissors, pencil sharpeners and staplers are made available to library users.

Children

Children under the age of 14 years must be supervised by an adult. The computers are reserved for students and staff. If children are being disruptive, they and their guardians will be asked to leave the library.

Vandalism and Theft

Vandalism including books, equipment and furniture will be dealt with by campus security. Users found responsible for theft or vandalism will be responsible for financial restitution.

Personal Property

Library users are responsible for the safety and security of their personal property. The library staff is not responsible for belongings left unattended.