

Library Code of Conduct

Administrative Authority: Library and Archives Council, J.N. Desmarais Library

Approval Date: January 2009

Effective Date: January 2009

Review Date: January 2012

Purpose: This Code of Conduct is based on the principles of courtesy, cooperation and respect among members of the university community when making use of library materials, services and facilities. It was developed in accordance with the Laurentian University Statement of Student Rights and Responsibilities.

The following regulations are observed in the Library:

1. No food is to be consumed in the library.
2. Lidded beverages are the only permitted drinks.
3. The third floor is a designated Quiet Area where no conversation is allowed. Cell phones may be used only in stairwells or study rooms, and headphones are required when using any device that emits sound.
4. Patrons are required to show valid identification upon request of the Library staff.
5. Patrons are expected to respect posted signs and to use the library's resources and facilities for designated purposes only.

The Library staff is responsible for ensuring that the Library Code of Conduct is followed. Security staff may also be called, depending upon the seriousness of the incident.

The following protocol is observed when the Code is contravened:

- Verbal warning
- Exclusion from the Library
- Loss of library privileges

Exclusion or loss of privileges requires the completion of a Library Incident Report by the staff member, which will then be reviewed by the Coordinator of Circulation.

Written appeals of the sanctions are given to the Coordinator of Circulation. The Coordinator's decision may be appealed to the Library Director.