

Policy Title:	Library Code of Conduct	
Policy No:	6009	Approval date: March 12, 2019
Approval Body:	President	
Effective Date:	March 12, 2019	Review date: March, 2022

Policy Statement

To ensure that all library users have the same understanding of acceptable behaviour in the Library.

The UCW Library is committed to promoting a respectful and engaging environment. The Library intends to provide resources foundational to academic success, in addition to being a space for students, staff, and faculty to engage in discussion, collaboration, and learning. To ensure the best possible learning environment for everyone in the Library, this policy outlines the UCW Library's Code of Conduct.

Purpose

- To advise the University community of the acceptable (and not acceptable) behaviour in the campus library;
- To ensure that all users of the library can access and enjoy the Library's space;
- To clarify roles and responsibilities of the University community regarding space usage.

Scope

University Canada West staff, faculty, and students that are using the library space on campus.

Behaviour & Noise

While discussion and talking is encouraged in the UCW Library, Library users should refrain from creating excessive noise through extended cellphone use, raised voices, playing music/video out loud, or Face-timing/Skyping without using headphones.

Food & Drink

The UCW Library allows food and drink to be consumed within the Library, subject to some restriction. In the main Library space, both food and drinks in closed top containers (e.g. thermos, tumbler, etc.) are permitted. Drinks in closed top containers are also permitted in the Library computer lab, but food of any kind is prohibited in this space. Library users are expected to clean up after themselves and dispose of any unwanted food items, wrappings, and containers in the appropriate garbage or recycling receptacle. Library users must exercise caution when eating or drinking near any Library equipment.

Penalties for Non-Compliance

Library users are expected to conduct themselves responsibly and be courteous to those around them at all times. Library users who do not follow the Library Code of Conduct, create an unsafe environment, or make other users feel unwelcome may be asked to leave the Library.

All policies will be enforced at the discretion of the Library staff on duty.