

ARTHUR A. WISHART LIBRARY CODE OF CONDUCT

The Arthur A. Wishart Library provides space, materials, access and assistance to its users to acquire information and knowledge. The library creates and maintains a positive and productive learning environment, in which all persons treat each other with mutual respect and courtesy. The library serves as a shared and common resource for all students, faculty, and members of the community.

This **Code of Conduct** serves to supplement existing library policies and provide guidance for all users about expectations in the library.

PATRON CONDUCT BEHAVIOUR

In order to foster an environment of mutual respect, offensive and inappropriate behaviours or the use of coarse language will not be tolerated. Library staff members reserve the right to determine what are considered coarse, inappropriate or offensive behaviours.

CELL PHONES

- Please silence cell phone ringers in the library or set your phone to vibrate mode.
- Generally, use of cell phones is not permitted in the library.
- However, if you must take a call, please do so in the library stairwells in order not to disturb other library users.

FOOD AND DRINK

- Eating of food is not permitted in the library.
 - Food left in the library attracts vermin, making it a threat to the collections, as well as an occupational health and safety issue for staff, students, and faculty.
- Drinks are permitted in spill-proof, covered containers.
- Drinks are not permitted at computer stations or other workstations with electronic equipment.
- Students are expected to dispose of personal garbage in the appropriate containers.

NOISE AND CONVERSATION

- The library allows quiet conversation and collaboration to foster academic work.
- Out of respect for other users, students should refrain from loud or disruptive conversations or other noisy behaviours.
- Personal CD/MP3 players with earphones are permitted provided volume is kept low.
- Group work is intended for the Third (main) Floor of the library; the Second Floor is intended to be a quiet floor.
- The library offers a Group Study/ Private Study Room (WW 204) that may be booked at the Circulation Desk.



USE OF LIBRARY RESOURCES

Borrowing Materials

All library users are expected to familiarize themselves with library policies regarding loan periods and fines, including those related to Interlibrary Loans. These policies are posted at the Circulation Desk and on the library website: (<http://www.algomau.ca/library/>).

When returning and/or renewing materials, due dates should be respected and reasonable attempts should be made to return overdue items. All library users are responsible for payment of overdue materials signed out on their library account.

Library Materials

Library materials may be removed from the library only when they have been checked out at the Circulation Desk. During this process staff may ask to see valid university identification.

Staff may require users to show the contents of briefcases or backpacks at the exit to check for library materials if the alarm is triggered.

Library books, journals, government documents, equipment and furniture should be treated with care and should not be damaged or defaced.

Re-shelving

Students are asked not to re-shelve library materials. Used materials should be left out on tables or placed on designated library carts for library staff to re-shelve. This helps track material use and reduces mis-shelving.

Use of Workstations

Computer workstations are intended for academic use only and not for emailing and messaging and students should be respectful of this.

Any library user who chooses not to follow the Wishart Library Code of Conduct may be asked to leave the library. Failure to comply may result in disciplinary action.