

 BRANDON UNIVERSITY	Library Code of Conduct	First Approved: <i>May 15, 2019</i>
		Updated: <i>[Date]</i>
Administrative Policy	Approved by: <i>President's Administrative Council</i> Administered by: <i>John E. Robbins Library</i>	Reviewed: <i>[Date]</i>

Brandon University is committed to providing a safe, healthy and productive campus environment for students, staff, faculty and visitors.

Scope

This policy applies to all users of and visitors to the John E. Robbins Library, including all University employees, students, contractors and suppliers of services, and individuals connected to any University initiatives.

Accountability

The Library is responsible for the communication, administration and interpretation of this policy.

Policy

The John E. Robbins Library (the Library) is dedicated to supporting the research, teaching, and learning activities of its users by providing equitable access to library materials, resources, and services in an environment that is safe, clean, and comfortable.

The Library is a shared public space that serves Brandon University students, faculty, staff and alumni, as well as members of the public and visitors to campus (Library Users). By entering the Library or accessing its resources and services, Library Users are agreeing to engage in a social contract founded on mutual respect, collective responsibility, and consideration for others. In order to ensure the Library remains a positive and productive workspace, it is necessary for all Library Users to comply with the regulations listed below, as well as those outlined in all other Brandon University policies and procedures. It is the responsibility of all Library Users to be aware of these regulations and behave accordingly.

Respect:

Library Users will respect the rights of others to use and enjoy the Library and its materials, services, and facilities.

Library Users will behave civilly and show consideration for others in the Library, including Library and Brandon University staff. Similarly, Library Staff will make every effort to treat Library Users with fairness, equity, courtesy, and respect.

Library Users will not use language, or behave in a way, that is disrespectful, threatening, harassing, intimidating, disruptive, or demeaning to others.

Library Users will refrain from actions that may affect others, including loud or boisterous activities, staring at or following another person, making unwanted or inappropriate advances, interfering with another person's workspace or belongings, or behaving in any other way that can be reasonably expected to disturb others.

Library Users will not engage in sexual activity, nudity, or indecent exposure.

Library Users will not openly view obscene content that is not being used for research or academic purposes. For the purposes of this policy, obscene content includes any material that can be reasonably expected to cause offense, distress, or discomfort in others.

Library Facilities and Resources:

The Library is intended primarily for academic work and as such, the use of its resources, including computer workstations, for academic purposes has priority over personal pursuits.

Library Users will treat library materials with care and will not mark, underline, highlight, tear or remove pages, detach bindings, tamper with labels or security devices, or damage, deface, or alter library materials in any way. Similarly, Library Users will treat Library facilities, furnishings, and equipment with care, and will not damage, deface, or vandalize Library property.

Library Users will not interfere with equitable access to library resources by hiding, mis-shelving, or otherwise misappropriating library materials.

Library Users will not remove or attempt to remove library materials or property from the library building without authorization. Library Users will return any Library furniture or equipment that has been moved to its original configuration.

Library Users are not permitted to obstruct access to study facilities, workstations, or library materials. Computer workstations and study spaces should not be left unattended for extended periods of time. Personal belongings may be removed by staff and re-located to the Library's Lost and Found if space or equipment is left vacant for longer than one hour.

Library users are responsible for disposing of their own garbage and recyclables, and tidying their workstation or study space before leaving.

Circulation and Access:

Library Users will abide by the Library's circulation policies and procedures, as outlined in the

[Library Information LibGuide](#). It is the responsibility of Library Users to be aware of and adhere to identification requirements, loan periods, lending procedures and restrictions, due dates, renewals, returns, and fines.

Library Users are responsible for reading and acting on all communications from the Library and the Library System regarding borrowing activity. To facilitate communication, Library Users are responsible for ensuring that all contact information on file is current and accurate.

Library Users are responsible for paying all fines and fees associated with overdue, damaged, or lost materials.

Children under the age of twelve must be accompanied by a parent or guardian at all times.

Health, Safety, and Privacy:

Library Users will not endanger the health, safety, and security of others in the Library or on Campus by engaging in behaviour that is unsafe or harmful. Brandon University and the Library will not tolerate threatening, violent, or criminal behaviour. Library Staff will call Campus Security or the police to remove anyone who behaves this way from the building.

Library Users and their belongings will not obstruct aisles, egresses, and emergency exits.

Photographing, video recording, and/or audio recording in the library is not permitted without prior approval from the Library and consent from those being photographed or recorded.

Photographing, phone calls, video calls, video recording, and audio recording are not permitted in the bathroom.

Noise:

The Library has designated three types of work and study zones (i.e., Quiet+ Red, Quiet Yellow, and Collaborative Green) to accommodate the needs and preferences of all Library Users with regard to noise level. It is the responsibility of Library Users to be mindful of noise levels and observe noise restrictions in place throughout the library. Please see the Library's Study Zone Policy for information on study zone designations and what is permitted in each area.

No loud noise, talking, music, or other disruptive activity is permitted anywhere in the Library.

The Library cannot accommodate the need for complete silence. It is expected and acceptable for Library Staff to talk to Library Users or each other for business reasons, and for Library Users to create some level of noise as they go about their activities (e.g., keyboarding, turning pages, coughing, etc.).

The noise associated with conversation, group work, and instruction is expected and acceptable in the Collaborative Green zone. However, those working in this area should be aware of the noise they are creating and make efforts to minimize disruptions to others.

The Group Study Rooms are not soundproofed and several are open at the roof. Users must ensure that any noise they create is not audible outside of the room.

Headphones must be used when watching videos or listening to music on personal devices. Volume must be kept at a level that is not audible to others.

Audible notifications on cell phones and other devices should be turned off. Devices must remain on silent and no phone calls are permitted in the Quiet and Quiet Plus+ study zones. Phone calls are permitted in the Collaborative Green zone, but devices must remain on vibrate.

Food and Drink:

To avoid damage to the collections and maintain a clean environment, the consumption of food and drinks is not permitted in the stacks, where library materials are stored.

Liquids must be kept in containers with spill resistant lids (e.g., travel mugs, thermoses, containers with lids or caps, etc.).

Library Users must take extra care when consuming food or drinks at computer workstations or near printers, photocopiers, or the microfilm reader.

Library Users are responsible for disposing of their own food waste, and cleaning any spills they make. Cleaning supplies are available from the Circulation Desks in the Main and Music Libraries.

Any spills, food waste, or garbage discovered in the Library should be immediately reported to Library Staff.

Soliciting:

Soliciting, surveying, petitioning, and canvassing in the library is prohibited unless approved by the Office of the Vice-President (Administration and Finance) or organized by a Brandon University group, in accordance with the [Brandon University's Canvassing and Soliciting Policy](#).

Substance Use:

Smoking (including e-cigarettes and vaporizers) is prohibited inside the Library and around Library entranceways, in accordance with Brandon University's [Use or Consumption of Tobacco, Cannabis and E-Materials](#) policy. Library Users who wish to smoke must do so in [Designated Smoking Areas](#) on campus.

Consumption of alcohol in the Library is not permissible, with the exception of fully licensed events authorized by the Library and/or Brandon University Administration, in accordance with Brandon University's [Liquor Policy](#).

The consumption of cannabis is prohibited in the Library and elsewhere on campus as per Brandon University's [Use or Consumption of Tobacco, Cannabis and E-Materials](#) policy. Those with

medical clearance may consume it in designated areas once they have obtained an accommodation from Brandon University Administration.

Possession, consumption, and/or distribution of controlled substances are prohibited.

Exiting the Library:

With exception of emergency situations, Library Users are expected to pass through the security gates when exiting the library. Library Users are expected to allow Library Staff to inspect their personal belongings if the security alarm is activated upon their exit.

Library Users must leave the Library at closing time, during emergencies or drills, or when asked to do so by Library Staff. Library Staff will call Campus Security to remove Library Users who remain in the Library after hours, or after they have been asked to leave.

Library Users will be given a 10-minute warning before the Library Closes each day. During this time, Library Users are expected to pack up their belongings, tidy their workstations, and finish any printing or photocopying they have to do, so they are prepared to leave the Library at closing time.

Emergency exits must be used only during emergencies or drills.

Enforcement

Library Staff are responsible for enforcing the Library Conduct Policy. Library Staff have the authority to inform and remind Library Users of the Library Conduct Policy and request compliance with its regulations. The Library Conduct Policy will be enforced at the discretion of Library Staff.

Library Users are encouraged to report disruptions or violations of the Library Conduct Policy to Library Staff.

Any Library User(s) who cause(s) a disturbance will be provided with a reminder about the conduct policy and given an opportunity to adjust their behaviour. If the disturbance reoccurs, the Library User(s) will again be reminded of the Conduct Policy and informed that they will be asked to leave the Library if the disturbance continues. If there is a subsequent occurrence, Library Staff will ask the Library User(s) responsible for the disturbance to leave the Library.

Library Staff will call Campus Security and/or the Police to remove Library Users who are:

1. Showing signs of intoxication or impairment by drugs or alcohol, as outlined in Brandon University's [Responsible Substance Use and Harm Reduction Policy](#)
2. Behaving in a way that endangers the health, safety, and security of others in the Library, or
3. Behaving in a way that is aggressive, threatening, or violent

When a violation of this policy is caused by a registered Brandon University Student, the incident

will be managed under the purview of the [Student Non-Academic Misconduct Policy](#). Library Staff may therefore file a Non-Academic Misconduct Complaint as outlined in that policy.

At their discretion, Library Staff may document violations of the Library Conduct Policy in an Incident Report. This documentation may include some or all of the following:

1. Name(s) and contact information of the Library Users involved in the incident(s)
2. Time(s), date(s), and location(s) of the incident(s)
3. Description of the incident(s)
4. Names of potential witnesses, if any
5. Name(s) and contact information of the complainant(s), if any

At the discretion of Library Administration, information recorded in incident reports may be shared with Brandon University Administration, Campus Security, and/or the Police.

Library Staff will report any criminal activity that takes place in the Library to the Police, Campus Security, and Brandon University Administration.

Review

Formal review of this policy will be conducted every three (3) years with the next scheduled review date May 2022. In the interim, this policy may be revised or rescinded if the President deems necessary or if there are changes within legislation that require such.

Previous Policies

None

Reference

Sources

[University of British Columbia, Library Code of Conduct](#)

[University of Lethbridge, Library Code of Conduct](#)

[University of Toronto, Library Conduct Regulations](#)

[University of Victoria, Guidelines on Conduct](#)

Related documents

[Library Information LibGuide](#)

Library Study Zones

[Student Non-Academic Misconduct Policy](#)

[Statement of Student Rights and Responsibilities](#)

[Bobcat Athletics, Student-Athlete Code of Conduct](#)

[Discrimination and Harassment Prevention Policy](#)

[Sexualized Violence Policy](#)

[Emergency Procedures Manual](#)

[Safety and Health Policy](#)

[Computer Acceptable Use Policy](#)

[Use or Consumption of Tobacco, Cannabis and E-Materials](#)

[Designated Smoking Areas](#)

[Responsible Substance Use and Harm Reduction Policy](#)

[Poster Policy](#)

All John E. Robbins Library policies are available in PDF format at

<https://libguides.brandonu.ca/policies>.

This document is available in alternative formats from the John E. Robbins Library at

library@brandonu.ca or (204) 727-9646.