

## Library Use & Conduct Policy

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| Number:       | Policy number  |
| Audience:     | Library Users (students, faculty, sessionals, staff, external)   |
| Issued:       | Library Leadership Team (LLT) - November 1, 2016   |
| Last revised: |  |
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### Introduction

The University of Regina, through its “Respectful University Policy ([GOV-100-015](#)), “is committed to creating and maintaining an environment in which members of the University community can live, work and learn in a collegial climate of mutual respect, free of harassment and discrimination.” Students and Instructors are expected to work together to make the university a positive and productive environment by: treating others with respect and dignity, evaluating your own beliefs and behaviours, participating in seeking solutions, speaking up if you believe that you or others are being treated inappropriately and seeking out consultation and support.”

### Scope

This policy covers all users of the Dr. John Archer Library, both internal and external to the University of Regina.

### Policy

The Dr. John Archer Library is responsible for securing the Library's scholarly resources and safeguarding its collections, facilities, and equipment against theft and abuse. “The Library provides quality resources and services to inspire and support learning, research, and scholarship for the University community. The Library also offers a collaborative teaching and learning environment for students, faculty and staff at the University of Regina” (University of Regina Library Strategic Plan-2015-2020). Library users are expected to show consideration of the rights of other users and staff, and should behave in a manner which does not offend or inconvenience others in regards to space, noise, littering or general conduct.

#### All Library Users are entitled to:

- be treated with courtesy, respect, and cooperation
- have equitable access to Library materials while respecting the various licensing agreements and intellectual property regulations the Library must follow
- timely and accurate instruction, answers, or referrals in response to their information needs

- have personal or confidential information handled with discretion
- receive accurate and full information about library policies, regulations, and appeal procedures
- suggest policy changes, to comment on policies that affect them, and to have their requests for policy exceptions given a fair hearing
- have their suggestions responded to in a timely manner
- efficient and effective administrative practices that ensure an equitable and reasonable provision of resources and services
- clean, safe, and appropriately quiet Library surroundings

#### **All Library Users are expected to:**

- treat other library users and library staff members with courtesy, respect, and cooperation; verbal abuse, intimidation, discriminatory or any type of harassment is not tolerable. (see Respectful workplace policy)
- help create a clean, safe, and appropriately quiet library surroundings
- respect the Library's and University's policies
- ensure that library collections, materials, and facilities remain usable and available to other users
- refrain from damaging or tampering with library collections or materials whether physical or digital
- adhere to all borrowing guidelines
- handle library materials gently, such that they are not damaged or defaced
- observe applicable intellectual property and copyright laws and electronic resources licenses
- abide by the University's Code of Conduct, the Criminal Code of Canada, and all associated Library policies

The Dr. John Archer Library's Use and Conduct Policy supplement the University of Regina policies.

## Consequences for Noncompliance

Library use is a privilege. Violations of these policies will be reported and consequences enforced. Anyone violating these policies may be asked to leave the Dr. John Archer Library and have their borrowing privileges revoked, or may be refused future access.

## Processes

Staff regularly monitor Library space to ensure that users respect the code of conduct. Failure to comply with this code may result in disciplinary proceedings, including loss of library privileges and/or expulsion from the Library.

## Related Information

For more information, please view the University of Regina's Policies:

<http://www.uregina.ca/policy/index.html>

- [Respectful University – GOV-100-015](#)
- [Violence Prevention – GOV-100-016](#)
- [Code of Conduct – GOV-022-005](#)
- [Safe Disclosure – GOV-022-020](#)
- [Use of Computer and Network Systems – OPS-080-005](#)
- [Use of Copyrighted Materials – GOV-050-010](#)