



University
of Windsor

***Policy Title:** Library Behaviour Code

Policy Number:

***Date Established: [original date of approval]** February 1, 2019

***Office with Administrative Responsibility:** Leddy Library

***Approver:** Leddy Library

***Revision Date(s): [fill this in each time an amendment is approved]**

Introduction /Background / Purpose

To outline the Library Behaviour Code.

Application / Scope of Policy

PREAMBLE

The general objectives of the University Libraries are to support the University in the advancement of learning and the dissemination of knowledge. Library users should conduct their activities in a manner compatible with the educational objectives of the University Libraries.

Library users are required to show consideration for the rights of others and should behave in a manner which does not inconvenience, offend, or limit the rights of other users to have access to library materials, services or facilities. Similarly, users should behave in a manner which does not interfere with or otherwise prevent the library staff from providing library services.

Failure to observe the code of conduct described herein will result in disciplinary action being taken against the offender(s):

Section 1: PROHIBITED ACTIVITIES

- I. Smoking is not permitted in the library.
 - o Prohibited products include cigarettes, cigars, pipes, e-cigarettes, hookah/water pipes and any other lighted or heated equipment used to smoke or vaporize any tobacco or non-tobacco product.
- II. Consumption of food is not permitted beyond designated areas.
- III. Beverages may be consumed only in plastic bottles or lidded containers.

Section 2: OFFENSES IN RESPECT OF LIBRARY MATERIALS

The Libraries consider the unauthorized removal of library materials or property from the library, the theft or the willful mutilation of library materials or property to be serious offences. Such offenses are prohibited and include:

- i) The theft of any library materials or property;
- ii) The unauthorized removal of any library materials or property by failing to charge out the materials at the proper Circulation desk or by failing to obtain other appropriate authorization;
- iii) The failure to submit upon request, library materials, briefcases, etc. for inspection at exit control desks;
- iv) The removal of any part of library books, journals or other research materials;
- v) The defacement of library materials or property including the writing, highlighting, or underlining by any means in or on any library materials;
- vi) The willful misplacement of library materials;
- vii) The falsification of circulation or other library records.

Section 3: OFFENSES IN RESPECT OF LIBRARY USER BEHAVIOUR

Extreme Behaviour by library users toward library staff members (referred to by Sec. 4(iii)) includes, but is not limited to,

- shouting;
- any unauthorized touching of a library staff member;
- any obscene, profane or vulgar language or gesture;
- any threatening or harassing language or gesture;
- a refusal by library users to identify themselves when asked to do so where they are found in breach of the prohibited activities outlined in this Code;
- a refusal by library users to remove prohibited food or beverages where they are requested to do so;
- or any similar behaviour having the effect of, or reasonably presumed as being designed to interfere with, or interrupt, the library staff member in the provision of library service or the explanation of library rules.

User Behaviour which inconveniences, offends or limits the rights of other users to comfortably have access to and use of library facilities, services and materials (referred to by Sec. 4 (iv)) includes but is not limited to:

- loud conversations which disturb others where the person(s) so talking have been asked to cease or move to an area in which conversations are allowed;
- any obscene, profane or vulgar language or gesture;
- any threatening or harassing language or gesture;
- any unauthorized touching of library patrons;
- blocking aisles; piling books beyond normal use; moving furniture beyond normal use;
- writing or otherwise defacing carrels, table tops, walls or other surfaces.

Section 4: ENFORCEMENT & SANCTIONS

- i) Behaviour within the Libraries will be monitored by staff.
- ii) Library staff shall order the cessation of any prohibited activities (under S.1). Campus Police may be called upon to respond as necessary.
- iii) Library staff may question any person(s) observed to be engaging in behaviours deemed offences in respect of library materials and/ or property (S.2). Campus Police may be called upon to respond as necessary.
- iv) Library staff may instruct any person(s) exhibiting extreme behaviour (S.3) to leave the library for a cooling-off period, and to come back and see a named person. Failure to do as instructed is evidence of continued extreme behaviour, and is subject to this code. Campus police may be called upon to enforce compliance as necessary.
- v) Library staff may request individuals or groups to cease and desist from any behaviour deemed to limit the rights of others to comfortably have use of or access to library materials, facilities or services (S.3). Campus Police may be called upon to enforce compliance as necessary.
- vi) All other offences shall be reported to the University Librarian or Law Librarian for decision and action. This bylaw shall also be posted at the entrance of each library.
- vii) The University Librarian, or in the case of the Law Library the Law Librarian, shall advise the alleged offender of the substance of the complaint, and provide a fair opportunity for response. After considering the response of the alleged offender, the University or Law Librarian may dismiss the complaint or impose one or more of the following sanctions:
 - a) The suspension of library privileges and/or denial or restriction of access to the library for varying periods of time up to a maximum of one academic term or semester, depending on the gravity of the offence and the past record of the accused in his/her interaction with the library;
 - b) The imposition of charges and/or fines for the replacement of library materials or property in accordance with those specified in the Lending Code or promulgated at large;
 - c) Criminal offences such as theft or vandalism of library property shall, in the absence of compelling extenuating circumstances, be reported to the City of Windsor Police.

Section 5: APPEALS

- i) Student Users: The decision of the University or Law Librarian may be appealed to the Discipline Appeal Committee, which has final jurisdiction for student appeals.
- ii) Alumni and Community Users: The decision of the University Librarian or Law Librarian is final.