The library seeks to provide a positive and productive learning environment in which all persons treat each other with respect and courtesy.

**Food and Drink**
Consumption of food and open-lidded beverages is not permitted in most areas of the library. Crumbs and liquids can damage equipment and materials, attract destructive insects, and cause odours. Food and open-lidded beverages may only be consumed in the Reading Lounge area (located on the first level of the library). Beverages are permitted throughout the library as long as they are in spill-proof, covered containers and are handled with care.

**Noise and Conversation**
The library encourages quiet conversation and collaboration to foster academic work; however, in respect for other users, students should refrain from loud or disruptive conversations or other noisy behaviours. Personal music players with earphones are permitted provided volumes are kept low. Enclosed seminar rooms are available for group or individual use.

**Cell Phones / Pagers**
Cell phones and pagers are permitted in the library; however, it is expected that ringers be silenced, and conversation should be respectful of others as outlined above.

**Borrowing Materials**
Library users are asked to respect due dates when returning and renewing materials, and make reasonable attempts to return overdue items so that others may access the materials. Repeated disrespect of due dates may result in suspension of borrowing privileges. Users are responsible for the repair or replacement of library materials or equipment lost or damaged due to negligence while in their care.

**Reshelving**
Students are asked not to reshelve library materials. Used materials should be left out on tables or in designated areas for library staff to reshelve. This helps track material use and reduces misshelving.

**Use of Workstations**
Students should not leave workstations unattended for extended periods of time. Library staff may remove belongings from workstations that are not being used. Students should also be considerate of those already waiting for workstations during busy periods. Headphones must be used when playing sound through the computer.

**Non-compliance**
Non-compliance with the Library Code of Conduct may result in the loss of library privileges and/or expulsion from the Library. Library users are expected to provide identification to library staff upon request.
Prohibited Activities

In order to maintain a quality library collection and safe environment, the following activities will not be permitted in the library:

1. Mutilation of library materials, including but not limited to: marking pages of any format of print or audio visual material (i.e. books, magazines, DVDs, VHS tapes, etc.) with pens, pencils, highlighters or other writing implements or instruments; tearing or removal of pages, bar code stickers, spine labels, or any stamped pages identifying said material as property of the Sault College Library (or the former Cambrian College); tampering with security devices, creating or placing graffiti on walls and/or furniture, and purposely damaging materials or any other library property.

2. Theft of library materials or property, or the property of library users or staff.

3. Harassing, disturbing, violent, threatening or unlawful behaviour.

4. Purposely modifying or tampering with library workstations, components or default settings.

Persons demonstrating such behaviour will be dealt with according to the procedures and sanctions specified in the Sault College Student Code of Conduct, and may be expelled from the library to ensure the respect and safety of others. A copy of the Sault College Student Code of Conduct may be accessed at: http://www.saultcollege.ca/StudentServices/.

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