

Code of Conduct for Library Users

The libraries at Medicine Hat College are places of learning where resources, services, and people come together in an environment that is safe and where there is equitable access to all resources.

Users of the libraries are expected to be respectful of others and to engage in behavior consistent with showing courtesy, cooperation, and respect. Entering the libraries signifies agreement to do so and those who do not comply with these courtesies will be asked to leave.

Users are expected to observe all college policies and appeal procedures as noted in the calendar and on the website. See the Medicine Hat College calendar sections “Student Nonacademic Misconduct” and “Student Rights and Responsibilities”.

Use of Library Materials

Library materials must be signed out at the Circulation Desk before they are taken from the library and must be returned or renewed when due. Failure to return materials or to pay for lost or damaged items will result in the withholding of transcripts and/or subsequent registration at the college.

Library users are requested to not re-shelve any library materials.

Use of Computers

Library users must follow the library’s Computer Use Guidelines as posted in the library. All computer users must follow college policies related to the use of email, internet, computers, and information technology.

Priority for use of computers is given to students; during peak times access for members of the public may be limited.

Use of Library Space

Library furniture is to be treated with respect. Repair or replacement of damaged library furniture or equipment will be charged to library users.

Noise

The Quiet Study Room is “Silent/no talking” areas as they are set aside for quiet study and research. Other areas of the library are zoned for differing levels of noise. Please treat other users with respect and keep the noise levels low.

Library users are encouraged to contact library staff with any noise concerns.

Food and Drink

Food and drink are allowed in the library. Strong smelling food should not be consumed in the Group Study Rooms or Quiet Study Room out of consideration for other users.

Users are expected to put garbage and recyclable items in the proper containers. Users are responsible for returning trays and dishes to the cafeteria. Any spills are to be reported to a library staff member immediately.

Displays

All posters, notices, or displays must be approved by the Library Director or designate before being posted or distributed in the library.

Children

Children are welcome in the libraries. Disruption to other users should be limited and noise zones respected. Small children should not be left unattended in the libraries.

Application of the Code of Conduct

Library staff has the authority to request a user to move from a computer or to leave the library. Serious offences and repeated violations may result in college security personnel being involved.

Users are encouraged to assist library staff by following these guidelines and reporting any problems to the library staff.

Medicine Hat College Library Services 2009
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