Policy

LIBRARY USE POLICY				

Policy Section & Number:			**Effective Date:**	
Policy Owner:	Vice President Academic		**Last Revised:**	February 2, 2021
Policy Administrator:	Director, Student Services		**Review Scheduled:**	February 2, 2025
Approver:	Executive Committee			
The official controlled version of this document is held with the Policy & Procedure Coordinator.				

A. POLICY STATEMENT

The purpose of this policy is to ensure members of the College Community have the ability to learn and work in an academic environment that supports individual and collaborative learning. The spaces within the Library are for studying and learning. We support the teaching and learning needs of the College Community by providing environments, services, and resources that are beneficial to learning. The mission of the Library is based on the dual goals of providing access to information while assuring preservation of library resources and collections. In achieving these goals, the Library will ensure access for all users who need information while implementing appropriate standards to provide for the preservation of library materials and resources. All members of the College Community shall exercise this freedom with responsibility, respecting the diversity of the other users.

The Library Use Policy is provided in addition to the Non-Academic Misconduct Policy. Violations and/or non-compliance of the Library Use Policy may result in loss of Library privileges and/or sanctions, as per the Non-Academic Misconduct Procedure. In some cases of non-compliance, the College's Security Services may be called to enforce the policy. It is the responsibility of the Library users to be aware of all Keyano policies.

1. Primary Clientele & Library Collection Use

1.1. The Library's primary clientele are students, faculty, and staff of Keyano College.

1.2. Courtesy privileges can be extended to other patrons, such as community users, prospective students, and members of libraries belonging to the NEOS Library Consortium (NEOS), with some restrictions in order to provide appropriate service to those who have an official connection to Keyano.

1.3. Additionally, the Library's collections are available to the general public with some restrictions through The Alberta Library (TAL) and if the user can provide a valid official government ID.

2. Materials Use & Identification

2.1. Library materials may be used by any individual in accordance with library-established guidelines.

2.2. Only persons with appropriate identification (Keyano ID/TAL card) are authorized to borrow materials.

2.3. With cause, library staff are authorized to request identification from patrons.

2.4. Patrons unwilling to provide proper identification may be requested to leave the premises once College Security has been notified.

2.5. Library staff on duty must report immediately to the College Security any situation they are unable to handle.

3. Disruptions & Hazards Related to Electronic Equipment

3.1. Patrons equipped with electronic devices are not to disturb other patrons.

3.2. Cell phones should be turned off or set to silent.

3.3. Headphones should be used with any media device.

3.4. Laptops should be safely plugged into the power outlets available and the cords must not cross aisles or walkways.

3.5. Safety of other library users and proper maintenance of library equipment must be considered.

4. Tobacco, Animals, & Bicycles

4.1. Keyano College Campus buildings prohibit the use of all tobacco products, including marijuana. All buildings are designated as smoke-free.

4.2. Trained service animals are the only animals permitted in the Library (see Animals on Premise Policy).

4.3. Bicycles are not permitted inside the Library.

5. Scents

5.1. Help us keep the air we share healthy and fragrance-free. The chemicals used in scented products can make some people sick, especially those with fragrance sensitivities, asthma, allergies, and other medical conditions. Please do not wear perfume, cologne, aftershave, and other fragrance. Use unscented personal care products.

6. Food and Beverages

6.1   Food and beverages are allowed in all areas of the Library except for those excluded locations listed in section 6.9.

6.2   All beverages must be in a spill-proof container, i.e., cups with lids, bottles with twist-off caps, sports bottles, or travel mugs.

6.3   Avoid bringing messy, greasy, pungent-smelling, or noisy snacks that may damage library material or facilities and that may be distracting to others.

6.4   The Library staff reserve the right to ask anyone to stop eating and remove food from the Library if they have received complaints.

6.5   Any leftover food or utensils brought into the Library must be packed up or disposed of into available trash cans.

6.6   Anyone refusing to put or throw away their food and containers will be asked to leave the Library.

6.7   Report accidental spills to library staff as soon as possible and clean up immediately. Paper towels are located in the restrooms.

6.8   Users are responsible for any damage to library property and equipment caused by food or drink.

6.9   Exclusions: No food or beverages are allowed in the Library Computer Lab.

7. Noise

7.1.   Library patrons should be considerate of others at all times.

7.2.   The Library has designated zones to accommodate users' needs for quiet group study, for silent study, as well as common areas. Look for signs designating red zones, yellow zones and green zones, and choose the area that works best for you.

Red Zone	Yellow Zone	Green Zone
▪ A silent place for individual study.	▪ A quiet place for group and individual study.	▪ A common area.
▪ No conversation.	▪ Minimal conversation.	▪ Conversational noise.
▪ No cell phone disturbance.	▪ Cell phones set to vibrate.	▪ Cell phones set to vibrate.

7.3.   Library staff reserve the right to ask patrons or groups to lower noise levels to ensure the comfort of others working around them.

7.4.   Non-cooperative groups will be asked to lower their noise or leave the premises. Loud, disruptive behavior is unacceptable.

8. **Study Room Reservations**

The Keyano Library provides group study rooms which students are able to reserve during open library hours. Study Rooms are unavailable when the Library is closed, including any unforeseen closures or statutory holidays. As the Study Rooms are located within the library, all relevant policies apply.

9. **Library Computer Lab**

The Library provides desktop computers within the Computer Lab for use by the College Community.

9.1.   Computers in the Library are available to Keyano students, faculty, and staff on a first come, first served basis.

9.2.   Priority seating is reserved for Library instructional sessions, presented by the Information Librarian or other Library staff. A user may be asked to vacate the Computer Lab if the space is required for a session.

9.3.   If physical space allows, the computers within the Library are available to community members, for a limited length of time, upon presentation of a government issued photo ID prior to log in.

9.4.   The internet, computer software, and shared system resources available through the computers within the Library are governed by the College Computer Use Policies.

9.5.   All Library computers are considered to be library equipment and should be used as intended and with respect. Failure to do so may result in the user being barred from using library equipment in the future.

B. **DEFINITIONS**

(1)   **College:**   Means all campuses and properties of Keyano College.

(2)   **College Community:**   Means individuals who are directly connected to any College activities and initiatives and includes students, faculty, staff, and community members.

(3)   **Library:**   Means the Keyano College Library.

(4) **Library User:** Means any person utilising the physical Library, Library materials and/or Library services, including students, staff, faculty, and community members.

(5) **Safety:** Means a state in which, or a place where, one is safe and not in danger or at risk.

C. RELATED POLICIES

- Non-Academic Misconduct Policy
- Sexual Violence Policy
- Substance Use Policy
- Library Technology Use and Management Policy
- ITS Computer Use Policy

D. RELATED DOCUMENTS

- Non-Academic Misconduct Procedure
- Library Use and Study Rooms Procedure
- Library Collection Development Procedure

E. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
02/02/2021	New	All	Information Librarian, Cataloguing and Serials Subscription Technician	Director, Student Services