



## LIBRARY USERS' CODE OF BEHAVIOUR

Approved: Trenholme Director of Libraries	March 20, 2009
<b>Effective Date:</b>	<b>March 20, 2009</b>
<i>Full history appears at the end of this document.</i>	

Access to library resources, services and facilities for everyone is a vital part of university life and the University seeks to provide services and collections of excellence to benefit all. Library users are required in return to show consideration for the rights of others and to behave in a manner which does not inconvenience, offend, or limit the rights of other users to have access to library resources, services or facilities. In order to provide a friendly and safe place in which to study, the Library has established the following rules.

1. Bring your valid McGill ID with you. It is required for identification, borrowing materials and access purposes and must be produced on request.
2. For your own protection do not leave your personal belongings unattended. Security and library staff wake students who are sleeping to prevent theft of their belongings.
3. Library materials, facilities or equipment must not be removed without authorization; familiarize yourself with borrowing conditions (<http://www.mcgill.ca/library-using/mcgillloans/>) and the use of computers in the Library (<http://www.mcgill.ca/library-using/computers/>) and respect them. Failure to follow the conditions may result in library fines or sanctions.
4. Food and beverages (except for bottled water) are not permitted in the Library as they attract insects and may damage books and other library materials.
5. Do not deface, mutilate, inappropriately use or willfully deprive other users of library materials, facilities or equipment. Do not highlight, underline or write on printed content.
6. Do not disturb other users through such activities as discussions or telephone conversations, particularly in quiet study zones. There are specially designated areas for group study and other areas where quiet conversations and cell phone use are permitted.
7. Do not harass library staff and others users, or threaten the well-being or dignity of library staff and others.
8. Observe copyright, (<http://www.mcgill.ca/library-assistance/copyright/>), intellectual property rights and academic integrity, (<http://www.mcgill.ca/library-assistance/plagiarism/>) when using library materials.

Failure to follow the Library Code of Behaviour may result in sanctions or disciplinary action.

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