

Section 7 - Facilities Library Policies

7.1 Library Computers

All library computers (staff and public stations) including those in the Adaptive Technology Room are serviced by Computing Services. Lab Assistants working in the computer labs can provide computer assistance to students in the computer labs, Psychology Lab and the Adaptive Technology Room. Printer paper for all public printers is supplied by Computing Services and ordered through Plant Operations. Paper for library staff printers is ordered by the Circulation Services Coordinator.

(KH 02/2009)

7.2 Adaptive Technology Room Usage and Booking

The Adaptive Technology Room is for use by members of the Concordia community registered with Student Affairs as having adaptive needs.

Registered students may book the room through Student Affairs. Student Affairs will also book the Adaptive Technology Room for the administration of exams.

(KH 02/2009)

7.3 Library Meeting Room Booking Policy

A meeting room on the second floor is available for faculty, staff and students. Booking of this facility is done through Circulation Services staff. Faculty and staff are permitted to bring food into this room. Each group is responsible for the immediate removal of all food or beverages brought in.

Students may book this room for group work. A minimum of three students and a maximum of eight students may use the room and can only book on the day the room is required. Normally students can only book for one hour at a time for a maximum of two hours per day. Students who use this room must provide the name of the professor and list all the students' names in the group. One student must accept responsibility for the group. The Library Director will discuss any abuse of this room by students with the Dean of Student Affairs. Students may not bring food into this room.

The key to this room is catalogued and must be signed out using a Library Borrower Card. The key must **NOT** leave the library.

(KH 02/2009)

7.4 Student Small Group Study Rooms Booking Policy

The use of these rooms is limited to Concordia students. Students may book these rooms for small group study purposes on the date required. The booking schedule operates on a first come/first served basis. Booking of these rooms is done through Circulation Services staff. A minimum of two students and a maximum of six students may use the room. Normally students can only book for two hours at a time for a maximum of four hours per day. Students who use this room must provide the name of the professor and list all the students' names in the group. One student must accept responsibility for the group. The Library Director will discuss any abuse of this room by students with the Dean of Student Affairs. Students may not bring food into this room.

The keys to these rooms are catalogued and must be signed out to a student using their Library Borrower Card. The key must **NOT** leave the library.

These rooms are not to be booked for proctored exams.

(KH 02/2009)

7.5 Student Large Group Study Rooms Policy

Larger group study is permitted in the lower level of the library in L107 and L106. Students should not bring food into these rooms.

(KH 09/2007)

7.6 Special Collections Room Policy

The Special Collections Room is accessible for anyone requiring materials from the Special Collections. Patrons are required to sign out the key from Circulation Services staff. This room is not for study purposes, nor is it to be used for exams.

(KH 07/2007)

7.7 Psychology Lab

The Psychology Lab is administered by the Psychology Department. Computer needs including paper should be directed to Computing Service or Computer Lab Assistants.

(KH 07/2007)

7.8 Student Computer Labs Policy

Users are expected to adhere to the computer acceptance police outlined on the login screen of all computer labs on campus.

(KH, 07/2004)

7.6 Library Research Centre Computer Policy

The Research Centre and PAC stations in the library are intended for student research. Library staff reserve the right to ask a student to vacate a station being used for recreational purposes (e.g. social networking or games) so that it can be used for research purposes.

(LTN, 02/2009)

7.7 Wireless Internet Service Policy

Wireless internet service is available and students must comply with the policy stated on the log on screen when they connect to this service.

(KH 07/2004)

7.8 Printer Policy

Students are given print quotas per term. Should the quota be used up, additional print pages can be purchased at the Circulation Desk.

(KH 07/2007)

7.9 Photocopier Policy

Two copy card photocopiers and one coin photocopier is available for faculty and student use. Copy cards are available at the Book Store. Change for the coin operated photocopier is available at Circulation. Copyright legislation is posted.

(KH 07/2004)

7.10 Posting Policy

Flyers and other posters are permitted only on the bulletin board located near the photocopiers on the main floor of the library, the two bulletin boards in the hallway to the main floor washrooms and on the bulletin

board in the basement outside L110. Each poster must be stamped and dated with approval of the Dean of Student Affairs. (Requests to have posters at other locations within the library must be approved by the Director of Library Services). Any unauthorized flyers or posters placed in a location other than the designated bulletin boards will be removed. Anyone posting is also responsible for the removal of the flyer or poster.

(EH 07/2004)

7.11 Telephone and Fax Machine Policy

Library telephones and the fax machine are for library use only. A pay phone is available at the main entrance. Faculty and students requiring fax service should contact the Campus Reception Area in the Student Affairs Office.

(KH 09/2007)

7.12 Library Staff Personal Belongings Security Policy

Library Staff should keep personal belongings secured either in a locked drawer or in their offices. Office doors should be closed and locked whenever staff leave to prevent possible theft.

(KH 9/2004)