

Sheridan Library: Code of Conduct

Our Sheridan Institute of Higher Education Library (“Sheridan Library”) has a Code of Conduct outlining your responsibility to help ensure the library is a welcoming and safe space for everyone. Staff, students and eligible public members are entitled to use the Library’s resources. Apart from utilising the print and reference collection, you are also welcome to photocopy, print and study in the designated areas.

Conditions of use

It is your responsibility to uphold the Sheridan Library behaviour guidelines to ensure the Library is a great place to visit and can be enjoyed by all users.

Library space, facilities, equipment and resources:

- Library users will respect the library space, facilities, equipment and resources, and will not damage, misuse or steal property and equipment from the library.
- Library users will not install unauthorised software or change software (such as program setups) on the library computers.
- Library users will not use the library computers for purposes other than educational, study and research.
- Library users will not breach any licence terms or conditions of software, or other resources installed or used on library computers.
- Library users will not access inappropriate web sites, offensive material or make reproductions that overstep intellectual property laws including copyright law.
- Library users will respect other users and not behave in a loud and disruptive manner.

The use of Library computing facilities is governed by Sheridan’s IT Department.

You must not disrupt research or study when in the library.

- Offensive and anti-social behaviour will not be tolerated in the Library.
- Do not disrupt users wanting to use the library for study and research purposes. Please refrain from having loud conversations in the library.
- Please refrain from talking on mobile phones whilst in the Library study areas.

You must not create an unhealthy or unpleasant environment.

- Do not smoke, consume alcohol or use illegal substances in the Library.
- Food and drink should be consumed outside the library area.
- Do not litter in the Library, make use of the provided bins in the Library.

Library users are required to comply with all applicable laws, policies and rules.

Borrowing privileges

Failure to uphold Library rules and this **Code of Conduct** may lead to withdrawal of Sheridan Library privileges. Please note that legal action may be taken in cases of unlawful activity or behaviour.