Library Media Services

Rules and Regulations
John Abbott College’s Library Media Services provides a range of resources and services to support students in their efforts to achieve academic success. In order to provide a safe and respectful environment for individual and collaborative study and learning, all students who enter Library Media Services are required to abide by the Code of Conduct.

Code of Conduct

John Abbott ID card
Users are required to present a valid John Abbott College I.D. card with the current semester sticker in order to borrow materials and equipment, to use the study rooms and/or to add money to their print account.

Consumption of food and/or drinks
To prevent damage to library materials and equipment, the consumption of food and/or drink is not permitted in any area of Library Media Services. Water is permitted if it is contained in a clear, covered container however it is not permitted when using computers or laptops.

Dress code and behaviour
Users must be dressed appropriately while in the Library Media Services. Improper behavior in the Library is strictly prohibited, including abusive or threatening behavior towards Library Media Staff.

Library Media Services premises
Users exiting Library Media Services may be requested to present their bags and/or material in their possession, for inspection by Library Media Services staff and/or Campus Security.

Books, media, equipment and furniture
Users must not misuse, damage or alter any books, media, equipment or furniture in the Library Media Services.

Personal items
Personal items left unattended on chairs, tables, carrels or computer stations may be removed by the Library Media Services Staff. The items are brought to Student Services (Lost and Found). The College does not take responsibility for personal items left unattended.

Smoking
In accordance with government regulations, smoking is not permitted in Library Media Services.

Appropriate seating
Users should find appropriate seating while in the Library Media Services and should refrain from sitting on the floor, tables, study carrels or in the book aisles. All users in the study areas and the study rooms must also be seated properly.

First floor: two students at a time are permitted at the computer stations. Exception: one student permitted at the express printing area. Second floor: one student at a time is permitted at the computer stations.

Respect
Users must be respectful and considerate of other Library Media Services users, staff and Campus Security. Noise should be kept to minimum.

There are two permissible noise levels in Library Media Services:

Silent study & Moderate conversation areas
Signage will indicate the appropriate noise level for the designated areas. Any excessive noise will not be tolerated; any user who is disturbing others will be asked to move to another area of Library Media Services or will be asked to leave the Library Media Services premises. Sounds from electronic devices and equipment must be inaudible to other students and Library Media Services staff.

Library Media Services staff and Campus Security have the authority to determine whether a user’s behavior is in contravention of these rules and regulations. Any user that violates the Code of Conduct will be requested by Library Media Services staff to leave the premises.

Failure to comply with the Code of Conduct will result in an intervention by Campus Security and a follow-up intervention with Administration (Dean of Academic Resources) and may also result in suspension of library & media privileges and expulsion from Library Media Services.

Semester Hours
Monday to Friday:
8h00 to 18h00

After Semester Hours
Monday to Friday:
8h00 to 16h00

Summer Hours
(mid June to mid August)
Monday to Thursday:
8h00 to 16h00
Friday: 8h30 to 12h00

Due to increased heat and humidity in the Library during the summer months, it is possible that the Library may close early as required.