

POLICY



Learning Zone Policy - Bata Library

Category:	<i>Leave this blank; a category will be assigned</i>
Approval:	<i>The University Secretary, on the advice of the Policy Advisory Committee, will identify the appropriate approval body(ies), e.g. Board of Governors, Senate, PVPs, PPG.</i>
Responsibility:	<i>Robert Clarke, University Librarian</i>
Date:	<i>Date initially approved: May 8, 2014 Date of last revision:</i>

Definitions:

Include definitions for terms with discrete meaning within the policy.

Purpose/Reason for Policy:

The Bata Library is the information centre and gathering place on campus for individual and group study. The Library seeks to provide an environment that fosters academic success and is conducive to all learning styles. The library has designated areas within the library for silent study, quiet study, group or collaborative study, and space to interact with others. These colour –coded learning zones identify different study areas and recommended noise levels and food restrictions to minimize unwelcome disturbances to others. The Library encourages a climate of mutual respect and civility and expects all library users to comply with the learning zones. Having an established policy will enable the library to effectively communicate these expectations to our stakeholders and if necessary, as a tool to ensure compliance.

Scope of this Policy:

This policy applies to all Bata Library users including students, faculty, community members and visitors to Bata Library. The policy pertains to all open hours of the library and applies to all designated spaces in the library, exclusive of the archives, administrative space, classrooms or seminar rooms and the washrooms.

Policy Statement:

It is the policy of Bata Library that all library clients shall adhere to the expectations of the learning zones as posted in the library, and designated on library maps. The learning zones consist of red, yellow and green areas which designate areas for silent study, quiet study, group or collaborative study and space for interaction with others. In addition, the learning zones indicate whether food or beverages are permitted in the designated space. Certain exceptions do apply for special collections.

Responsibilities:

We expect all library clients to comply with the Learning Zone Policy while in Bata Library.

Contact Officer	<i>Library Administration & Communications Manager</i>
Date for Next Review	<i>2019/May/1</i>
Related Policies, Procedures and Guidelines	<i>Learning Zone Guidelines, Learning Zone Procedures</i>
Policies Superseded by This Policy	

PROCEDURE



**Contact Officer:
Library Administration & Communications Manager**

PROCEDURE	Purpose	The purpose is to provide instructions on how to respond to reports of non-compliance of the Learning Zone Policy for Bata Library.
	Procedure	This procedure outlines who is responsible for responding to library clients who are not complying with the Learning Zone Policy in Bata Library.
	<i>Peer to Peer Monitoring</i>	We encourage peer-to-peer monitoring of the zones and request that any necessary reminders to peers be respectful. Any concerns should be reported to the Library service desk. Concerns may be reported by: <ul style="list-style-type: none"> i) Texting the Library Service desk at 705-760-5023; please identify floor and area ii) Reporting in person to the library service desk, 2nd floor
	<i>Library Client Support staff, student assistants, library security officers</i>	Library client support staff, student assistants or library security will provide support in responding to complaints re: noise levels, and/or food and drink infractions in the following ways: <ul style="list-style-type: none"> i) will approach the responsible individual(s) and attempt a verbal reminder of expectations for that zone; and/or will redirect the client to a more appropriate zone. ii) a second verbal reminder may be provided if behaviour continues or is repeated iii) will call Trent security if the client is disruptive, confrontational or threatening.
	<i>Trent Security Office</i>	Trent Security will be called if a library client is or becomes disruptive, confrontational or threatening. Security staff will respond immediately to any serious or immediate threat, and will respond as soon as possible to disruptive or confrontational behaviours in the library.

Date Approved	<i>May 8, 2014</i>
Approval Authority	<i>PVPs, VP, Dean, Director, etc.</i>
Date of Commencement	<i>January 9, 2015</i>
Amendment Dates	
Date for Next Review	<i>May 2, 2019</i>
Related Policies, Procedures and Guidelines	<i>Learning Zone Policy/Learning Zone Guidelines</i>

GUIDELINE



Learning Zone Guidelines



Contact Officer:
Library Administration & Communications Manager





Purpose

This guideline is to provide explicit expectations, benefits and cautions for the designated learning zones in Bata Library.

Guideline

Learning Zones Guidelines

	Expectations	Benefits	Cautions	Locations
	<p>Silence. No talking, socializing, or music.</p> <p>Cell phone ringers off.</p>	<p>Silent area for concentration and studying.</p>	<p>Zero tolerance for noise.</p>	<p>The entire 3rd Floor (<i>except inside group study room</i>)</p>
	<p>Quiet study in small groups is allowed.</p> <p>Cell phone ringers off.</p> <p>No phone conversations.</p> <p>Media viewing & listening to</p>	<p>Work productively in the presence of others with some minor noise and distraction.</p>	<p>Low-volume conversation relating to academic work is fine; no loud noise, music, socializing, or rowdiness. (Exception: during instructional sessions organized by</p>	<p>The 1st Floor and the 4th Floor.</p>

	music is permitted with headphones at low volume.		MaDGIC on 4 th Floor)	
	<p>Conversation-friendly. Interact with others.</p> <p>Discreet cell phone use.</p> <p>Media viewing & listening to music is permitted with headphones at low volume</p>	Working in the presence of others. "White noise" for those who prefer it.	No loud noise, music, yelling or rowdiness.	The 2nd (Main) Floor.
	No beverages are permitted .	Provides a clean environment for research and study and protects the collection.	Zero tolerance for beverages.	Atlas/Air photo Area of 4 th Floor.
	Lidded beverages are permitted.	Provides an area for drinking non-alcoholic beverages while working.	Please tidy up and dispose of any containers appropriately. Reusable containers are encouraged. No uncovered containers. No alcohol.	All areas of the library except the atlas & air photo section of the 4 th floor.
	No food is permitted.	Provides a clean, smell free environment for research and study. Protects the collection and equipment.	Zero tolerance for food of ANY kind.	All RED zone areas and the atlas/air photo section of the 4 th floor)

	<p>Consumption of snack food is permitted.</p> <p>See non-allowed items in "Cautions".</p>	<p>Provides an area for eating while working, with minimal disruption to others.</p>	<p>Eating snack food is permitted (i.e. granola bars), please tidy up and dispose of any garbage in the appropriate waste/recycle bins. Reusable containers are encouraged.</p> <p>Non-allowed items: Food that requires utensils, hot or odorous food.</p> <p>Deliveries of food are prohibited (except for authorized events).</p> <p>Please use cafeterias or Tim Horton's area for meals.</p>	<p>1st, 2nd (Main) and 4th floors (with exception of atlas & air photo section on the 4th floor).</p>
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Related Policies / Procedures

Learning Zone Policy - Bata Library

Links

Links to relevant documentation, forms, explanatory notes.

Date Approved	2014, May 8
Approval Authority	Board, Senate, PVPs, VP, Dean, Director, etc.

