

 <b>DALHOUSIE UNIVERSITY</b> <i>Inspiring Minds</i>	<b>Killam Memorial Library</b>	<b>Policy Number: 3</b>
	<b>Title:</b> Quiet Policy	<b>Date Issued:</b> November 28, 2012
		<b>Date Revised:</b> August 20, 2013
	<b>Issued by:</b> Head, Killam Memorial Library	<b>Approved by:</b> University Librarian

## 1. Purpose

The purpose of the Killam Memorial Library Quiet Policy is to promote the effective use of Library space by all of the Library's patrons and staff members.

## 2. Definitions

"Patron" refers to any person using the Library or its services.

"Staff" refers to the employees of the Library.

"Work space" refers to any area of the Library in which patrons or staff members conduct work.

"Stack area" refers to the study and book stack areas surrounding the Killam Library's Atrium.

"Atrium hallways" refers to the interior hallways overlooking the Atrium.

## 3. Roles and Responsibilities

The University Librarian is responsible for approving this policy.

The Head of the Killam Library is responsible for updating this policy and ensuring that it is followed.

The staff members of the Killam Library are responsible for applying this policy.

## 4. Goals of Quiet Policy

The Library recognizes both the need for quiet work spaces and the need for conversational and collaborative work spaces. The goal of the policy is to ensure that both types of working environment are consistently available to patrons.

## 5. Quiet Zones

The Library is divided into quiet zones. Each zone is indicated on the floor plans posted on each floor and on the Library's website. Floor plans are also available from on the Library website ([http://libraries.dal.ca/locations\\_services/locations/killam\\_memorial\\_library/floorplans\\_and\\_callnumbers.html](http://libraries.dal.ca/locations_services/locations/killam_memorial_library/floorplans_and_callnumbers.html)).

### 5.1. Quiet Study Areas

Personal conversations and audible recorded sounds (e.g., music, movies or cell phone ringtones) are not allowed.

### **5.2. Limited Conversation Areas**

Quiet, short conversations are allowed. Audible recorded sounds (e.g., music, movies or cell phone ringtones) are not allowed.

### **5.3. Collaborative Work Areas**

Quiet conversations are allowed as long as the sound does not disrupt the work of other patrons. Audible recorded sounds (e.g., music, movies or cell phone ringtones) are not allowed.

## **6. Location of Each Zone**

Each zone is indicated on the floor plans posted on each floor and on the Library's website. ([http://libraries.dal.ca/locations\\_services/locations/killam\\_memorial\\_library/floorplans\\_and\\_callnumbers.html](http://libraries.dal.ca/locations_services/locations/killam_memorial_library/floorplans_and_callnumbers.html)).

### **6.1. Quiet Study Areas**

- 2nd and 3rd floors: Stack area
- 2nd floor: McNab Reading Room and Learning Commons
- 4th and 5th floors: Stack area and Atrium hallways

### **6.2. Limited Conversation Areas**

- Lobby
- North Learning Commons computer tables
- 2nd and 3rd floors: Atrium hallways
- 5th floor: Archives and Special Collections

### **6.3. Collaborative Work Areas**

- Main Learning Commons
- 
- Group Study Rooms

## **7. Enforcement**

Staff members will ask patrons to reduce the volume of conversations. If volume is not reduced, Campus Security may be contacted to escort patrons from the building.

## **8. Related Policies**

- Killam Memorial Library Learning Commons Policy
- Killam Code of Conduct
- Dalhousie University Student Code of Conduct