	Killam Memorial Library	Policy Number: 2
DALHOUSIE UNIVERSITY *Inspiring Minds*	**Title:** Learning Commons Policy	**Date Issued:** November 28, 2012
		Date Revised: August 20, 2013
	Issued by: Head, Killam Memorial Library	**Approved by:** University Librarian

1. Purpose
The purpose of the Learning Commons Policy is to promote the effective and efficient use of the Learning Commons by Library patrons.

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

"Staff" refers to the employees of the Library.

"Learning Commons" refers to a shared Library space that provides access to shared computers and study space.

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. Acceptable Use
Users of Dalhousie Learning Commons facilities are subject to Dalhousie University policies on computer use and responsible computing. Consideration of and respect for others is expected regarding the display of materials on computer screens.

5. Food and Drink
Beverages are permitted in covered, spill-resistant containers. Food is not permitted in the Learning Commons.

6. Access to Computers
Computers are provided on a first-come, first-served basis for Dalhousie students, staff members, and faculty.

6.1. University Community Access
Patrons with valid Dalhousie credentials may use computers in any of the Learning Commons which require patrons to log in to the network using their Dalhousie username and password.

6.2. Public Access

Members of the public may use the Express computers located throughout the Library. These computers are intended for brief (10-15 minutes) work periods only. During times of heavy use, Dalhousie users will be given priority in the use of the Express computers.

6.3. Time Limits

There are no time limits on the use of the computer workstations, with the exception of the Express computers.

If workstations are left unattended for more than fifteen minutes, Library staff members may remove personal belongings and log patrons out of the workstation.

The Dalhousie Libraries do not take any responsibility for personal belongings or lost files.

7. Group Study Space

The Group Study Rooms provide space to hold small-group discussions and are designed to hold between 3 and 6 persons. The rooms are not soundproofed and conversations must not disrupt others' work.

Study rooms can be booked in person at the Help Desk or through the online booking system. Bookings can be made up to a week ahead. Bookings are not accepted over the phone. Bookings must be confirmed upon arrival by presentation of valid Dalhousie credentials at the Help Desk.

8. Related Policies

- Killam Memorial Library Quiet Policy
- Killam Memorial Library Food and Drink Policy
- Dalhousie University Acceptable Use Policy
- Killam Code of Conduct