Policy title:	**Library Learning Commons Policy**
Policy category:	Academic
Policy number:	014
Policy owner:	Director, Libraries, Learning and Assessment
Policy approver:	Centers Board of Governors
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1.0 Purpose

This policy establishes guidelines, procedures, and responsibilities for all authorized users of George Brown Polytechnic Library Learning Commons (LLC) and demonstrates the LLC's commitment to equitable, sustainable, inclusive, and safe environments for all members of the Polytechnic community.

2.0 Scope

This policy applies to all George Brown Polytechnic personnel as well as alumni and visitors on campus using Polytechnic technology and resources.

3.0 Definitions

Word/Term	Definition
Authorized Users	Students, faculty, staff, alumni, and community members with a valid digital or physical GBP ID or generic black and white library card may take materials out of the library and use many other library services, including library databases. Library accounts are not transferable. There are several major categories of library borrowers. For more information on your library status, access, and privileges, please select the appropriate category: Library Cards and Access | George Brown Polytechnic.
Polytechnic	George Brown Polytechnic of Applied Arts & Technology
Polytechnic Personnel	Polytechnic academic, support and administrative employees, students, visiting employees, contractors, consultants and all other persons whose work affiliation is with the Polytechnic, whether compensated by the Polytechnic or not.

Equity, Diversity, Inclusion and Indigenization	George Brown Polytechnic Library Learning Commons is committed to and aligned with the Canadian Federation of Library Associations statement on diversity and inclusion. We affirm the dignity of those we serve regardless of heritage, education, beliefs, race, religion, gender, age, sexual orientation, gender identity, physical capabilities, or income.
Library Learning Commons (LLC)	Any physical or virtual service, resource or space offered within or by the Library Learning Commons
Works, Materials, Resources	Any copyrighted and published or publicly available item – including but not limited to books, articles, newspapers, photographs, software, audiovisual material, and or technology.

4.0 Policy

4.1 Library Learning Commons Responsibilities

4.1.1 George Brown Polytechnic LLC supports the teaching and learning needs of the Polytechnic by providing equitable and sustainable student-centered access to materials, services, and spaces that facilitate student success

4.1.2 Equity, diversity, inclusion, and Indigenization guide the provision of all collections, services, and spaces.

4.1.3 The primary use of all material, services, and spaces is academic, and the LLC reserves the right to prioritize use for that purpose.

4.2 User Roles and Responsibilities

4.2.1 All authorized users are required to follow appropriate academic and Polytechnic policies (see related policies section) while using LLC spaces or LLC resources.

4.2.2 All George Brown Polytechnic authorized users (see definitions) may borrow and access LLC materials and spaces using their George Brown Polytechnic Photo ID.

4.2.3 Authorized users are responsible for all material borrowed in their name and are subject to applicable fines for overdue or replacement costs for lost and damaged material as outlined on the Fines webpage.

4.2.4 Library borrowing privileges may be suspended when outstanding fines exceed $10.00, or materials have not been returned within 30 days after

the due date. Transcripts and credentials may be withheld by the Polytechnic until the student account is cleared.

4.2.5 LLC users have the right to consult and borrow resources without facing bias or prejudice. Information about the activities of individual borrowers – including materials used – is not released to any person, institution, or agency, except as may be required in the application of Code of Conduct, as required in matters of law enforcement, or under the provisions of the Freedom of Information and Protection of Privacy Act [F.I.P.P.A.]

4.2.6 The LLC reserves the right to make changes to user privileges or fine structure with thirty days' notice.

4.3 Use of Spaces

4.3.1 LLC locations are learning environments that strive to accommodate diverse needs of their users. All authorized users should respect the rights of others and minimize impact on others when using the LLC spaces in accordance with the LLC's Respectful Use Guidelines.

4.3.2 The LLCs have established designated noise level guidelines that outline what level of noise is appropriate in silent, quiet, and collaborative zones.

4.3.3 The LLC reserves the right to protect LLC collections, space, furniture, and facilities and reserves the right to regulate the consumption of food and beverages in all spaces as outlined in the Food and Drink Policies.

4.3.4 All authorized users may access LLC spaces; however, certain spaces are reserved for registered students including group study rooms, individual study areas, and teaching labs. The LLC reserves the right to make changes to use of space needed to meet changing student demands. Policies on the use of individual and group study rooms are outlined here.

4.4 Use of Technology

4.4.1 All LLC authorized users are required to follow the Acceptable Use (of Technology) Policy when borrowing technology from, or using technology in, the LLC.

4.4.2 Users are required to complete a Technology Equipment Loan Agreement when borrowing technology from the LLC for the first time.

5.0 Compliance

This policy requires compliance from all Polytechnic Personnel and other authorized users of the LLC. Failure to comply with this policy may result in disciplinary measures

in accordance with the relevant and applicable Polytechnic academic and administrative codes of conduct and collective bargaining agreements.

6.0 Related Policies

Academic Integrity Policy

Acceptable Use (of Technology) Policy

Accessible Media Policy

Code of Non-Academic Student Behaviour

Fair Dealing Policy

To be included: Updated Polytechnic Space Policy

7.0 Related Materials

GBC LLC Technology Equipment Loan Agreement Form