

24-hour Study Access Policy – Pilot at St. James Campus

Policy:

Active students of George Brown College with a **valid College-issued Photo-ID card** may have access to certain designated campus facilities on designated campuses on a 24-hour basis at times specified by the College subject to a sign-in protocol that ensures that Campus Security has a record for safety and security reasons of those individuals who are on campus after the College “officially” closes, i.e. when all services cease and the doors are locked to the public.

In providing limited 24-hour access, it is understood that:

- All College services, including normal LLC services, will close at the usual times. It should be noted that during exam periods, LLC services operate on extended hours. [See LLC Website for Hours of Operation.]
- Student access to the available technology and facilities is on an “as is” basis, that is, without technical support during the specified “overnight” period and that any technical, systems or user-support service issues that arise will be resolved when the Library opens the following day.
- During the “overnight” period, all students must sign-in and sign-out with the Security Officer on duty following procedures defined by the College’s Public Safety & Security Department and Educational Resources. Subject to the sign-in/sign-out procedures, students may leave the building for breaks during the overnight period.
- Students requiring access to or the use of sign-out technology and resources from the Main Floor LLC for use overnight, must sign-out those resources at the time specified by the Library Learning Commons, usually 30 minutes prior to the normal closing hours of the LLC Service Desk, unless sign-out is by use of the LLC’s Self-check.
- Students will NOT be permitted to go to their locker during the “overnight” period and will be only permitted access to those areas bounded by “Do Not Enter” tape. • Guests and other non GBC students will not be permitted entry during the “overnight” period. Also, not being active students, alumni will not be included in the 24-hour access program.
- Active Continuing Education students must present valid College-issued Photo-ID. A fee receipt or timetable, for example, will not be considered acceptable ID.
- The College will be closed as usual on any Statutory Holiday that falls within any 24-Hour access period.
- Users of the facility will be subject to all college policies and the remedies for non-compliance.

Frequently Asked Questions

1. Will 24-hour access be available at all Campuses?

- No. 24-hour access to campus study and computing facilities will be limited during the pilot period to the St. James Campus only.

2. When will the 24-hour access pilot at St. James occur?

- The 24-hour pilot access starts 2 weeks before Intersession week and 2 weeks before the end of the semester.

- 3. What happens if a statutory Holiday occurs during a 24-hour access period? The College will close on the statutory holiday as per usual.**
 - The 24-hour access schedule will be revised accordingly. Please check <http://www.georgebrown.ca/LLC/contact/hours-locations-maps/> for update information

- 4. What parts of the campus will I have access to during the 24-hour pilot?**
 - You will have access to the West Lobby of 200 King Street, East. It will be the point of entry and exit to the building during the overnight period. You will need to sign-in and sign-out with the Security Officer on duty during the overnight period. **To sign-in you must present the Security Officer with your GBC student photo-ID card. No other forms of ID will be accepted.**

 - In addition to the West Lobby, you will have access to the Lower Level Library Learning Commons where you will have access to computers, printing and copying, and group project rooms. You will further have access to the Cafeteria space where you may make use of the tables and soft seating for study, vending machines and microwaves for snacks, and the washroom facilities located off the open area across from the Student Service Centre and Campus Life Offices.

- 5. I am a GBC student going to the Waterfront or Casa Loma Campus. Can I access the St. James facilities overnight?**
 - Yes, any **active** George Brown student **with a valid, college-issued student Photo-ID card** will have access.

- 6. Will I have access to my locker?**
 - No, you will only have access to those areas delineated by the red “Do Not Enter” tape that Security Officers will erect before midnight. Security will not be allowing users past those markers and will not escort students to their lockers for any reason. If you require anything from your locker, you must bring it down before midnight.

- 7. Will I have access to library sign-out equipment and resources such as laptops or books?**
 - You will not have access to or be able to sign-out any equipment or resources available from the Upper Level Learning Commons after midnight as all services and the Upper Level will close at Midnight. You may, however, sign out whatever technology or resources you require for use overnight from the Upper Level Service Counter before 11:30 p.m. Security Officers on duty overnight are there for security and supervisory purposes only. They will not be providing any technical, systems, or other service and user support.

- 8. What happens if a computer breaks down, the printer or copier jams or runs out of paper or toner, or if I experience wireless, password or network problems?**

- Users of the 24-hour access pilot understand that access to the facilities and technology is on an “as is” basis. User support will not be available between Midnight and 7:30 the following morning. Should anything occur of this nature, Security Officers will report these issues to the morning staff of the LLC when they arrive at 7:30 a.m.

9. Can my friend accompany me to the study area or meet me there?

- No, not unless your friend is an active student at George Brown College. All users of the facility after-hours must have and present a valid college-issued photo-ID card to Security at sign-in and on request.
- **Non - GBC students, including alumni, will not be permitted entry during the overnight period.**

10. I do not have a student photo-ID card because I lost it, never picked it up, or am a continuing education student. What do I do?

- Possession and presentation of a valid college-issued student photo-ID is a requirement. If you do not have a card for whatever reason, you will have to acquire one from the Photo-ID counter in the LLC before 11:30 p.m.
- If you are a full-time post-secondary student who is entitled to a card, but have never acquired it, the costs have already been covered by your Photo-ID fee. If you have lost your card, you will be charged the applicable replacement fee.
- If you are a non-full-time student and do not have a GBC photo-ID card, you will be charged the photo-ID fee.

11. Can I exit the building for a break during the overnight period?

- Yes, but you must sign-out with the Security Officer and sign-in again when you return