

<b>Learning Commons Access Policy</b>			
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<b>Policy Number</b>	729	<b>Operational Responsibility</b>	Director of Library Services and Learning Commons
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## Objectives

The following policy will establish who can access the Learning Commons, what users can expect, and what activities and conduct are permissible when in the space or using resources.

## Scope

The policy applies to all Learning Commons users, including students, faculty members, staff members, affiliate users, student alumni, and guests of LaSalle College Vancouver.

## Policy

We – the Learning Commons – are the primary source of academic information and a hub for the campus community, providing facilities, services and resources to support intellectual inquiry, inspire creative ideation and foster social connection.

In alignment with The Canadian Federation of Library Associations' *Code of Ethics* and *Statement on Intellectual Freedom and Libraries*, we recognize our core responsibility to safeguard unfettered access to information, provide equitable service, and protect user privacy as fundamental rights.

We are committed to the following core purposes:

- Create spaces that accommodate diverse learners, ensuring accessibility and inclusivity for all users, including those with different learning styles and needs
- Provide information and support services through access to a wide range of resources, tutoring, and writing support, fostering a culture of intellectual curiosity and academic excellence
- Teach and support the development of core information literacy skills essential for higher education, enabling users to effectively find, evaluate, and use information
- Provide collaborative work areas and resources that encourage students to work together, share ideas, and engage with the campus community
- Foster creativity and innovation with inspiring resources, fabrication spaces, and design tools
- Create a welcoming environment that supports social interaction, mental well-being, and a sense of belonging, encouraging students to connect with peers and participate in campus life
- Support and adopt sustainable and socially responsible practices in our services and operations

## Definitions

**Affiliate user:** A person who works on campus but reports to a third-party company; who is a visiting student, staff member or faculty member from another LCI network school; or who is a student attending classes at the LCI Language School.

**Faculty member:** An instructor, either permanent or on term contract, that is teaching at or developing at least one course for LaSalle College Vancouver or LCI Language School during the current term.

**Guest of LaSalle College Vancouver:** A person who has been granted permission to be on campus either through invitation or special arrangement.

**Learning Commons:** A student support hub that includes library services, a Maker Space, a Writing and Tutoring Centre, Group Study Rooms and a Gaming Lounge.

**Maker Space:** A designated area of the Learning Commons equipped with specialized tools and equipment that is intended for creative fabrication projects.

**Staff member:** A person currently working at LaSalle College Vancouver and for LaSalle College Vancouver or the parent company, LCI Education. This does not include workers who report to third-party companies on contract with LaSalle College Vancouver.

**Student:** A person that is enrolled in an academic program at LaSalle College Vancouver and is registered in at least one course during the current term or is on a term break. This does not include those who have temporarily withdrawn from their program or those attending classes at the LCI Language School.

**Student alumni:** Students who have graduated from a program offered by LaSalle College Vancouver or any of its predecessor schools and who are not currently enrolled in any current LaSalle College Vancouver programs.

**User:** A person using the Learning Commons facilities, using the online resources, or borrowing materials from the library collection.

## **Exclusions**

There are no exclusions to this policy.

## **Provisions**

### ***Learning Commons Access***

The Learning Commons space is open to the campus community - including students, staff members, faculty member, and affiliate users – as well as visiting researchers and guests of LaSalle College Vancouver. Student alumni are also able to access the Learning Commons space for a fixed period after graduation.

Users can access items from the physical collections in the Learning Commons space. They can also conduct research, quietly study, attend meetings in the group study rooms, and prepare teaching and learning materials.

There is equipment, such as printers and workstations, and booking systems for the group study rooms and gaming lounge that are restricted to students, staff members and faculty members, as they require staff or student account to access. Students, staff members and faculty members can also use the Maker Space (see

Maker Space Policy for details) and schedule appointments with the Writing and Tutoring Centre (see Writing and Tutoring Centre Policy for details).

For the safety of the children and in consideration of other Learning Commons users, children under 13 years of age unaccompanied by a parent or designated guardian are not permitted in the Learning Commons.

### ***User Conduct***

The Learning Commons will be a mixed-use space. To ensure it remains a safe and welcoming environment, users must be considerate of each other. While in the Learning Commons, users must conduct themselves in a way that will:

- Respect others' privacy and personal boundaries.
- Not endanger others' health, safety and security.
- Not disturb or disrupt others' academic and research pursuits.
- Not misuse or obstruct the use of equipment, resources or facilities.

As such, inappropriate behaviour in the Learning Commons would include but is not limited to the following:

- Taking photographs or filming users in the Learning Commons without their expressed permission or that of Learning Commons staff
- Soliciting or petitioning other Learning Commons users
- Physically or verbally assaulting, abusing, harassing, intimidating other Learning Commons users or staff
- Engaging in criminal activity
- Engaging in sexual activities, sexual harassment, and making unwanted or inappropriate sexual advances
- Sleeping in the Learning Commons
- Bringing motorized or un-motorized vehicles, other than baby strollers, mobility devices, or assistive devices, in the Learning Commons
- Leaving belongings unattended in group study rooms, on seating areas or on equipment
- Bringing animals, other than service animals or therapeutic animals approved by the Campus Director, in the Learning Commons

See *Student Conduct Policy*, *No Harassment Policy* and *Sexual Misconduct and Relationship Violence Policy* for more information about conduct on campus.

### **Noise**

The main area of the Learning Commons will have designated quiet collaborative work areas and quiet study areas. Group work is encouraged in the collaborative study areas; however, it is important groups are respectful of those individuals who need quiet to study. When possible, groups should book a group study room, especially if their activities might disturb others. Phone conversations or online meetings must be conducted outside the library or in a group study room.

### **Food and Drink**

No food of any kind is permitted in the Learning Commons. Drinks are permitted only if they are in travel mugs with lids or bottles with caps. No lidless or take-out beverage containers are allowed.

### **Posting of Notices**

Posting notices, flyers, artwork or advertisements without the expressed permission of Learning Commons staff, is not permitted.

### **Accessibility**

The Learning Commons is committed to ensuring access to its facilities, resources, and services for all users. The interior of the Learning Commons, as well as the broader LaSalle College Vancouver campus, has been constructed in accordance with rigorous accessibility standards. Learning Commons staff will make every reasonable effort to support users who encounter barriers in accessing services or resources.

### **Reference Services**

Learning Commons staff will, to the best of their ability, address users' reference queries in a thorough, timely, and friendly manner, providing relevant and authoritative sources of information.

### ***Resource Circulation***

Physical Learning Commons resources, unless otherwise designated, are available to borrow by staff members, faculty members, and students who are not on a term break. When borrowing resources, users are required to:

- Present their LaSalle College issued ID card.
- Return resources on the date agreed upon at the time of the loan.
- Keep borrowed resources in good condition.
- Pay the cost of applicable fees in the case of a late return.
- Pay the replacement costs of lost or damaged documents in addition to a processing fee.

### ***Privacy***

Learning Commons staff will take measures to protect users' personal privacy and will keep user information, such as borrowing history confidential.

### **Supporting Procedures**

#### ***Response to Inappropriate Conduct***

At the discretion of Learning Commons staff, responses to inappropriate conduct as outlined in this policy or any other campus policies related to conduct, will range from a warning to a request to leave the premises.

For severe or repeated incidents, offenders should expect to be reported to the relevant administrator.

#### ***Library and Learning Commons Material Repair or Replacement***

In the event a borrowed library resource is lost or returned damaged beyond typical wear and tear, or Learning Commons resources, equipment, tools, furniture or interior spaces are damaged intentionally or because of carelessness or inappropriate behavior, the user will be responsible for the cost of the item's replacement or repair as well as any additional processing fees.

Learning Commons staff have sole discretion in determining whether the extent of the damage requires repair or replacement of an item.

### Further Resources

The Canadian Federation of Library Associations' Code of Ethics: <https://cfla-fcab.ca/wp-content/uploads/2019/06/Code-of-ethics.pdf>

The Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries: <https://cfla-fcab.ca/en/guidelines-and-position-papers/statement-on-intellectual-freedom-and-libraries/>

For policies related to specific Learning Commons' services, including the Maker Space, Tutoring and Writing Centre, Gaming Lounge, and Group Study Rooms please refer to their respective policy documents for more details.