

FIMS Graduate Library Etiquette

Our Space

When using your library space, please leave it as you found it. If you move furniture around, please put it back into its original position before leaving. In order to keep our furniture clean and help it last longer, we ask that you wipe up any spills that may occur and keep feet off the furniture.

Food and Drink

Drinks in spill-proof containers, or with lids are permitted in the FIMS Graduate Library. We request that no food be eaten in the FIMS Graduate Library in order to protect library material from insects and pests. Food may be eaten in the Graduate Student Lounge around the corner, or any of the public seating areas located throughout the building. Please be considerate of other library users and staff by putting your trash into the appropriate receptacles and cleaning up after yourself. Paper recycling is located beside the library printer. A garbage receptacle is in the third-floor hallway outside the labs, and other recycling is beside the water fountain on the third floor.

Phones and Laptops

Please place your phone and laptop on vibrate or silent setting while in the FIMS Graduate Library.

Noise

Please be considerate of other students and be attentive of the noise level in the FIMS Graduate Library. While we are not a quiet space, noise does carry across the library, as it is an open area. This includes the meeting rooms when doors are open.

Books

Materials such as the Indigenous Authors, Graphic Novels, DVD, Board Games, or Challenged Books special collections may be loaned overnight by asking at the Service Desk. All other books must remain within the FIMS Graduate Library. If you are a PHD student or faculty member, exemptions may be made by speaking with FIMS Graduate Library staff.

Place books from the stacks on the red carts after you finish using them. All Course Reserves must be returned to the Service Desk in exchange for your library card. Course Reserves are not loaned overnight.

If you require accessibility assistance with any of our books, please visit Marni in her office and she will work with you.

Our library is monitored by an alarm. We reserve the right to inspect bags or briefcases when the alarm triggers. Theft, vandalism, or mutilation of materials may result in suspension of privileges.

Library Computers

If you plan to be away for longer than 15 minutes, please log off FIMS Graduate Library computers. Workstations are automatically in sleep mode after 15 minutes unused. Document changes may not be saved.

Terrace

The terrace, accessed through the FIMS Graduate Library, is open for you to use during warmer weather. The terrace has seating and tables, so you can work outdoors. Food is allowed on the terrace; however, please dispose of any remnants or associated garbage in the garbage bin on the terrace prior to leaving.

Theft Alert

To avoid theft, avoid leaving belongings unattended. Lost and stolen items are not the responsibility of the FIMS Graduate Library staff. If you notice any suspicious behavior, please notify staff immediately. For emergencies, always dial 9-1-1.

Fire Alarms

If the fire alarm should sound, leave the library immediately via the stairs. Do not use the elevators. Wait away from the building for the all-clear signal.

Scented Products

To ensure the health and safety of all who study, work and visit here, Western requests your cooperation in maintaining a scent-free workplace. Scents can cause irritation of the eyes, throat and nose for some individuals with allergies, asthma and other respiratory conditions. For some people, scents may also cause health effects such as dizziness, headaches, skin irritation, fatigue and other symptoms.

Code of Conduct

The detailed FIMS Code of Conduct is here: http://www.fims.uwo.ca/about_us/code_of_conduct.html

