FIMS Graduate Library Etiquette

Cleanliness and Furnishings

When using library spaces, please leave them clean, tidy, and ready for use by the next visitor. If you move furniture, we ask you to kindly return it to its original position before you leave. To keep library spaces clean and in good repair, we ask that feet and footwear be kept off of all furnishing. Should a spill occur, please report it to staff right away, and/or wipe it up quickly. Paper towel and disinfecting wipes are available at the Service Desk by request.

Food and Drink

Drinks are permitted in spill-proof or lidded containers. Food is not permitted in any public spaces (e.g., study carrels, group tables, meeting rooms). There are many areas in close proximity to the FIMS Graduate Library where food may be consumed, including the Graduate Student Lounge and all public seating areas throughout the building.

Waste and Recycling

Recycling containers for paper waste are located throughout the FIMS Graduate Library, including beside the library's printer/photocopier. All other waste (e.g., beverage containers, packaging, etc.) should be disposed of in the waste receptacles outside of the library.

Phones and Laptops

Please place your phone and laptop on vibrate or silent while working in the FIMS Graduate Library. Phone and video calls should not be taken in shared spaces or be audible to other library users.

Noise

Be considerate of others and attentive of the noise level in the FIMS Graduate Library when working in this space. While we are not an expressly quiet space, noise does carry in both open areas and meeting rooms, regardless of whether or not the doors are closed. Please be mindful of your noise levels and ensure your comportment in the library is appropriate for a space designed for academic use and activities.

Books

Materials in the Indigenous Authors, Graphic Novels, DVD, Board Games, or Challenged Books special collections may be loaned overnight by request. All other library materials are non-circulating and remain within the FIMS Graduate Library. If you are a PHD student or faculty member who wishes to borrow non-circulating items, please contact FIMS Graduate Library staff (fimslib@uwo.ca).

Accessibility assistance is available. Please reach out to the Library Director for further information.

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

Terrace

The terrace, accessed through the FIMS Graduate Library, is open for use by members of the FIMS community during warm weather (typically, Spring through Fall). The terrace has seating and tables for library visitors to work outdoors. Food is permitted on the terrace. All waste must be removed from the terrace and disposed of in waste receptacles located outside the FIMS Graduate Library. Any spills should be reported to library staff and/or wiped up immediately. Paper towel and disinfecting wipes are available at the Service Desk.

Personal Belongings, Security

Do not leave personal belongings unattended. Lost and stolen items are not the responsibility of the FIMS Graduate Library or its staff. If you notice any suspicious behavior, please notify library staff immediately. For emergencies, call 9-1-1.

Fire Alarms

Should the fire alarm sound, leave the library immediately and proceed to exit the building via the stairs. Do not use the elevators. Once outside, move away from the building and wait for campus fire marshals to signal an 'all-clear' prior to returning inside.

Scented Products

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

Code of Conduct

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

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