



## The Petroleum Institute

### LIBRARY/ILC RULES OF CONDUCT

The Library/ILC are important learning spaces for use by students in the Arzanah Building. These rules will be strictly enforced effective June 21<sup>st</sup>, 2009.

- **No food** is allowed in the Library/ILC or Cybercafe area.
- **No loud** talking and yelling in the Library/ILC or Cybercafe area.
- **No mobile use** allowed in the Library/ILC or CyberCafe area.

Consequences for violating any of the rules are as follows:

1. A student will receive a verbal warning from one of the Library/ILC staff.
2. After the verbal warning, Library/ILC staff will complete an incident report that will be submitted to *Student Affairs - Internship & Counseling*.
3. If the student is issued a second incident report then *Internship & Counseling* will issue a warning letter that will be included in the student file in the Office of the Registrar.

#### **Repeated violations may result in having a student's Library/ILC privileges suspended.**

Students must adhere to the following:

- Leave the Library/ILC if they need to talk on the phone. When people chat on the phone it disturbs people who are working.
- Use other Arzanah common rooms to socialize and play games (i.e. Writing Center, Majlis, Cafeteria, lounges).
- Talk quietly and not raise their voices or make too much noise. Students use the Library/ILC as a study space.
- Eat and drink in Arzanah's common rooms. Food and drink is not allowed in the Library/ILC.
- Be respectful to the staff at all times and follow their instructions.

The Library/ILC reserve the right to issue *Incident Reports* to students who break our rules, and will refer them to the appropriate office for disciplinary action. However, we hope that all students will observe our rules and ensure that the Library and ILC remains a peaceful and comfortable study and learning space. Thank you for supporting our efforts to maintain an excellent learning space within this academic environment.