



POLICY AREA: Operational

POLICY TITLE: CCLA Library, Lounge, and Multi-Purpose Room ("CCLA" Premises) Rules of Use

These Rules of Use for the CCLA Premises at the Ottawa Courthouse are shaped by LibraryCo's "Rules of Use for an Association Library." These rules also borrow from the Ottawa Public Library's "Customer Code of Conduct" and the CCLA Code of Conduct.

The CCLA's Gordon F. Henderson Library is open to the legal community and the public for the sole purpose of facilitating legal research and to provide legal information to its users.

The CCLA Lounge is for the exclusive use of lawyers (and law school or articling students accompanying a lawyer), paralegals (and paralegal students accompanying a paralegal or lawyer), and the judiciary.

The CCLA Multi-Purpose rooms are for the exclusive use of lawyers, paralegals, the judiciary, and law school or articling students accompanying a paralegal or lawyer, and other groups to the extent provided in Memorandum of Understanding between the CCLA and the Ministry of the Attorney General. These rooms are for training, meeting, and other group activities as approved by the CCLA.

General Rules of Use:

Users and visitors to the CCLA Premises shall:

- Use provided materials, computers, equipment, furniture and the CCLA Premises generally with respect and care.
- Only engage in activities in each component of the CCLA Premises directly related to the use of the component provided above.
- Maintain the general tidiness and cleanliness of the spaces, inclusive of the following:
 - not leaving personal items (coats, footwear, other clothing items, books, court files or other personal papers, etc.) in the CCLA Premises outside of a rented locker at the end of the day. Any items left unattended at the end of business hours will be removed to a central lost and found location, and from there discarded or donated at the end of the month.
 - Consuming beverages in covered containers
 - Consuming food and beverages responsibly and ensuring proper disposal of leftovers and waste.
- Use respectful language, display good conduct which does not interfere with others' use of the CCLA Premises. Illegal, threatening, abusive, coarse, violent, or harassing language or actions will not be tolerated.



- Wear appropriate clothing and pay proper attention to personal hygiene at all times.
- Remove all personal belongings from the CCLA Premises by the end of each business day, with the exception of contents of rented lockers.
- Comply with any restrictions, on consumption of food and/or refreshments.
- Set mobile devices to vibrate or mute.
- Pay any and all applicable replacement charges for any CCLA property which a user has lost, damaged or failed to return.
- Adhere to the expectations set out in the CCLA Computer and Wireless Use Policy.
- Comply with the instructions of CCLA staff.

Users and visitors to the CCLA Premises shall not:

- Obstruct walkways or aisles with books, briefcases, large exhibits, or personal belongings.
- Bring clients into the CCLA Premises.
- Smoke.
- Use mobile devices in a manner that may disturb others, such as using speaker phone, speaking at a loud level, or failing to silence the phone's alarms and tones.
- Bring in animals other than trained guide or service animals.
- Solicit, canvass, sell or distribute circulars or other articles.

Additional Rules of Use for the CCLA Gordon F. Henderson Library and Meeting Rooms:

In addition to the general Rules of Use, Library users shall:

- Abide by the rules and procedures for the use and borrowing of library materials.
- Supervise accompanying children.
- Speak and work at a soft volume. Minimize distracting sounds.
- Refrain from taking library materials into the washrooms.
- Provide payment for any charges resulting from photocopying, printing, faxing, or otherwise incurred.



Meeting rooms are for the use of 2 or more people only, and are for lawyers, the judiciary, paralegals, and their students – not clients or other third parties, whether or not accompanied by someone entitled to use the meeting room. The Lees and Kealy rooms are available for booking by contacting the CCLA, for a maximum 3-hour increment – booking is lost if use doesn't begin within 30 minutes of booking. If not booked, the room may be used on a first-come-first-serve basis. CCLA staff has the right to limit the number of bookings an individual can make in a month, and the right to limit or reduce usage, at its discretion, in order to ensure broad access by the CCLA membership.

Library users shall not:

- Remove any materials from the library without receiving authorization or checking them out, as applicable.
- Engage in disruptive actions, such as loud talking or by behaving in a manner which can reasonably be expected to disturb.
- Seek legal advice or discuss legal problems with other Law Library users.

Additional Rules of Use for the CCLA Lounge:

In addition to the general Code of Conduct, Lounge users shall:

- Speak and work at a soft volume. Minimize distracting sounds.

Lounge users shall not:

- Remove any furniture or equipment from the space.
- Engage in disruptive actions, such as loud talking or by behaving in a manner which can reasonably be expected to disturb.

Additional Rules of Use for the Multi-Purpose Rooms:

In addition to the general Rules of Use, Multi-Purpose Room users shall:

- Ensure that all furniture and equipment is returned to its proper positioning at the end of each meeting (diagram showing proper placement will be in Nepean and Rideau rooms)
- Be mindful of the scheduling for the room each day and be courteous towards other groups who have bookings.



Multi-Purpose Room users shall not:

- Remove any furniture or equipment from the Multi-Purpose Rooms.
- Operate the specialized equipment (including A/V and wall systems) – they are to be operated by authorized CCLA staff and those authorized by the staff to do so. Keys made available to authorized Users must be returned after use.
- Access for the Nepean and Rideau boardrooms is restricted to partner organizations at the discretion of the CCLA,

Booking of these rooms by these groups shall be pursuant to the procedure as set out on the website and is subject to change.

When the Multi-Purpose Room is not being used for a meeting(s), it may, at the option of CCLA staff, be used as lounge space, in which case the rules relating to the Lounge will apply.

All use of the Multi-Purpose Room is subject to the Memorandum of Understanding between the CCLA and the Ministry of the Attorney-General.

Consequences of Violation of Rules of Use:

At the sole discretion of CCLA Staff, users whose actions violate any of the rules set out in this policy may, at the discretion of CCLA staff, be asked to leave the CCLA space or be removed from the CCLA space by Courthouse security.

Serious or continued violation of any of these rules may result, at the discretion of CCLA staff, in a suspension of access to the CCLA Premises or any part thereof.

Approved by: Board of Trustees

Revised:

Date: December 21, 2018