Student Attendees: Noemy Santos, Kurt Streich, Lucy Campana, Emily Rutherford, Deirdre Flowers, and Joshua Oliver.

Library Attendees: Jim Crocomo, Abbey Lovell, Francie Mrkich, and Barbara Rockenbach.

Key Points
I.   Code of Conduct.
A.   Members of the Libraries' staff intended to address students' concerns about etiquette within our spaces, food and drink policies, etc. in a positive - rather than prohibitive - tone. The Code is built upon an assumption of mutual respect among all users and staff.
B.   The approved Code of Conduct takes a holistic view of usage, outlining expected behaviors from the point at which students first enter our facilities, and speaks to various constituencies (i.e. undergraduates, grad students, researchers, etc.).
C.   Methods of communication and dissemination.
1. The Code of Conduct should be distributed to all incoming students, as early in their careers at Columbia as possible, to inform their as-yet-undeveloped patterns of behaviors. Possible to include in Student Handbook?
2. While comprehensive, positive, and well-written, the Code is still fairly long. Condense each "policy" into individualized signage and publicize when/where relevant. (i.e. Post a sign re: the use of wheeled vehicles at the entrance to each library.)
3. Create graphic signage, e.g. color-coded food policy table tents, as immediate visual cues for expected behaviors.
4. Emphasize who is affected by students' behaviors if expectations for etiquette and appropriate usage are not met. Who is bothered or frustrated if someone "breaks the rules"?
a.   Rely on a sense of community and responsibility to others to encourage adherence to the Code.
D. Policies related to camping do not accommodate researchers who regularly spend hours on end in library spaces. In regard to flyers that discourage camping, adjust wording to emphasize the risks of leaving belongings unattended, rather than to scold students for leaving at all.
1. Standardize flyers throughout all libraries to communicate a clear, uniform policy against camping.
2. Publicize lesser-known study spaces more prominently to address the issue of limited seats in Butler.
II. Security.
A.   Security cameras will be added to the entrance of Butler in accordance with other Columbia buildings that are monitored by Public Safety on campus. These cameras will help with monitoring the potential theft of library collections and personal property.
B.   Do cameras in the Libraries regulate users' behaviors in a negative sense? If the libraries are spaces dedicated to intellectual freedom and inquiry, will students feel censored or limited by surveillance cameras? Overall the students felt that limited cameras, particularly at the entrance of Butler, are justified to ensure we are taking steps to protect

collections and property. The students recommend that we do not have ubiquitous cameras in libraries.

C.   Staff should clearly communicate the purpose of the cameras and how the information/video will be used and by whom. This recommendation stems from the student perception that libraries are concerned with the ethical and transparent use of information.

D.   Consider where cameras will be most effective in preventing/recording theft - or whether cameras would be at all useful in this capacity. Where are there gaps in the Libraries' current security system?

III. App exercise *(to discuss in more detail at our next meeting)*.
A.   What information, tools, etc. would be useful to see in a CUL app?
1. CLIO - or optimize the digital catalog for easier use on mobile devices.
B. Would you download and actively use a Libraries app? The students responded with a resounding NO! Do not build an app but instead optimize the CUL mobile site.