

CMU Libraries Workshop Code of Conduct

The Carnegie Mellon University Libraries is dedicated to providing a welcoming and inclusive environment for everyone involved in our workshop series, including workshop organizers, instructors, staff, and attendees. These guidelines apply to all workshops hosted by the University Libraries, held either in a physical location or virtually.

We are committed to the following values during our workshops, either spoken verbally, typed in workshops chats, or presented in images, as well as in any pre- and post-workshop communications:

- Being courteous and respectful
- Using welcoming and inclusive language, including but not limited to the use of personal pronouns
- Being mindful by giving others a turn to speak and ask questions
- Offering and accepting constructive criticism
- Giving credit to others where it is due
- Creating an environment where attendees feel comfortable asking questions
- Fostering an environment where all participants can learn from one another and help each other
- Making concerted efforts to make workshops and workshop materials accessible to all

Examples of unacceptable behavior include:

- Offensive language or attitudes that could be related but not limited to age, ethnicity, political views, gender, sexual orientation, socioeconomic status, or cognitive or physical abilities
- Threatening behavior or language
- Offensive images such as inappropriate pictures or hate symbols
- Sustained disruption of the workshop

If anyone in the workshop notices an infraction of this code of conduct, they can report it to a workshop organizer, instructor, or staff member or report it anonymously with [this form](#). Anyone who fails to comply with this code of conduct may receive a warning or be asked to leave the workshop by the workshop organizer.