Library Code of Conduct

The University Library wants users to get the maximum benefit from using our services and seeks to provide an enjoyable and pleasant environment in which to do so: friendly, safe, secure and relaxed.

This code of conduct is a general statement covering the expected behaviour of users of the Library. You should also make yourselves familiar with and abide by rules and regulations covering use of computers, software and the academic network.

Thank you for your co-operation.

This code of conduct was endorsed by University Senior Management and the Students' Union.

Acceptance of the code is implicit in signing the University's Regulations as part of your enrolment. It is your responsibility to familiarise yourself with the code and to observe it.

Identification

- Carry your Student ID card at all times – this is a University requirement.
- Show your Student ID card to University or Security staff when requested – failure to do so means you may be asked to leave the premises.
- It is unacceptable to gain access to the Library by means of a Student ID card other than your own.
- It is unacceptable to allow someone else to use your Student ID card to gain access to the Library. Notify the University of any changes of address, name or course by informing the Student Centre. Such information is vital to the University.

Safety and Security

To ensure your safety and security whilst using the Library we operate closed circuit television (CCTV) cameras and engage Security staff to undertake regular patrols. University staff will follow health and safety regulations to ensure a safe environment is provided.

To ensure the security of you and your belongings:

- Label your own property and valuables and keep them with you at all times.
- Unattended items will be considered a security risk and may be removed.
- Be vigilant and report anybody acting suspiciously.
- Please ensure that you pack up your belongings and leave the Library before closing time.
- On hearing the fire alarm, or in the event of an emergency, follow any instructions given to you by staff. Children are allowed in the Library; they are solely your responsibility, must be supervised at all times and must follow this code of conduct. Children are NOT allowed to use any computer equipment.
- [Children in the Library](#) [PDF]

Opening Hours

- Please be aware of the opening hours of the Library.
- You have no right of access outside of the advertised [opening hours](#).
- Stop using the facilities and leave promptly when asked to do so by Library staff or other authorised persons.

Environment

- Be aware that some rooms have been designated for quiet and silent study and others for group work
- Clear your study space when you leave and put all rubbish in bins in order to maintain a clean environment.
- Return books, journals and all other items used in the Library to the correct place.

Behaviour

- Treat Library staff and other users with respect and courtesy.
- Refrain from shouting, using abusive, discriminatory, indecent or offensive language, comments and/or behaviour, verbal or physical harassment.
- Library staff will not tolerate any form of abusive behaviour. Contact a member of staff if you wish to complain about another user's conduct.

Noise

- Silence must be observed in the silent study area.
- Use group study rooms for group work, observing the guidelines covering booking and use of group study rooms.
- Avoid all unnecessary noise and disturbance in the library and computer areas.

Mobile Phones

- Mobile phones must be switched off or at least set to silent mode before entering the Library.
- Mobile phones must be switched off when using the silent study area; silent mode is not acceptable in this area.
- Using mobile phones to make or receive calls is permitted in corridors, toilets and stairwells.
- You are not permitted to recharge your mobile phone within the Library.

Music

- Personal stereos may not be used in the silent study area. In other areas they may be listened to at low volume and must not be audible to others.
- Music may be listened to in the computer rooms through headphones at low volume and must not be audible to others.
- Music may not be played through speakers.

Eating and Drinking

- No food is to be consumed within the library.
- Drinking is limited to bottles with tops and cups with lids.
- All other drinks and all food must not be taken out of bags.

Library Transactions

- No transactions may be undertaken without your Student ID card.
- Use of the Student ID card is strictly non-transferable.
- You are at all times liable for any transactions on your Student ID card.
- You are responsible for all materials that have been issued to you; do not lend these to anyone else as you are responsible for all items on your record.
- Treat all library materials with due respect and care. You must not write, highlight or underline in books and you must not mutilate items.
- Return all borrowed items to enable fair usage by all users.

- Renew loans or return them within the specified time and when requested by a member of staff. Be prepared to pay any fines or charges incurred. Failure to pay outstanding charges may result in withdrawal of services or the withholding of awards.

Theft and Vandalism

- When you leave the Library make sure that all the books or other materials that you are carrying have been properly issued to you.
- If the exit alarm sounds you must return to the Library Desk.
- If you are found in possession of material that has not been issued to you, this will be treated as a serious breach of the code of conduct.
- Refrain from misusing or damaging any furniture or equipment.
- If you discover that property belonging to The University has been vandalised, report it to a member of staff immediately. Vandalism of any University property or premises is subject to disciplinary action.

Computing Facilities

You are bound by the [Regulations for use of Computing Facilities](#) and Res-Net Rules and Conditions when using all computing and networked facilities and external electronic resources.

Specifically you may not:

- Use another person's computing account.
- Let others use your computing account.
- Make excess noise in computing rooms/areas.
- Create, display, store, produce or circulate offensive material.
- Tamper with or move equipment or software.
- Unplug any computer or interfere with the operation of any computing system.
- Knowingly introduce viruses onto the computing network.
- Play computer games.
- Connect electronic equipment to the power supply without permission. PCs should not be left 'locked' for more than 15 minutes.

Breaches of the Code of Conduct

If you breach the code of conduct:

- Your behaviour or actions will be reported to a senior member of the Library and/or University staff.
- You may be asked to leave the premises.
- Your rights to borrow from the Library or to use the computers may be withdrawn.

Reviewed February 2018