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