

Library Services Policy for Minor Misconduct

For minor misconduct that does not fall under the University disciplinary code, Library Services will take the following steps:

Stage One: Inappropriate behaviour

We will always try and address the behaviour with the user at the time. We will request co-operation and explain what we need to happen and why.

We will call Security if the user refuses to show valid ID, or refuses to comply with the request.

Stage Two: Being asked to leave

In cases of inappropriate behaviour, or where the incident is not resolved, the user may be asked to leave the Library Services space, or UAL premises. We will fill in a UAL Incident Report form and pass this to the Library Manager.

This process is in accordance with the [UAL Disciplinary Code For Students](#):

4.1 Any member of staff may with good cause require a student to leave a specific room or area should a situation develop that cannot, after reasonable endeavours, be otherwise resolved.

Stage Three: Letter sent

The manager will gather all the evidence, then send a letter to the user regarding the incident.

Stage Four: Escalating the incident

If the incident is serious, or repeated, we may alert course teams. The incident may then be referred to the Dean, Head of College as per the [Disciplinary Code For Students](#).

Library Services complies with the:
[University Student Charter](#)
[Disciplinary Code For Students](#)
[IT Network and Acceptable Code of Use Policy](#)
[UAL Health and Safety Policies](#)

See also Library Services Policies and Strategies Documents:
[Guidelines](#)
[Code of Conduct](#)
[Policy for Minor Misconduct](#)



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