

# Library Services Code of Conduct

These are our expectations of all users of UAL Library Services spaces

## Consideration for others

- Please behave considerately and respect others working in Library Services spaces, and throughout University of the Arts buildings.

## The environment

- There are group and quiet / silent areas: please use them appropriately.
- Please switch your phone to silent when you enter the quiet zones.
- Eating and drinking is allowed in designated areas only. Check individual sites for details.
- Please do not use wet paint, sprays or glues in Library Services spaces.
- Please clear up your workspace / log off computers when you have finished or you take a break. If you leave your items they may be moved.
- Please help us to keep the library clean and tidy by recycling or throwing away your rubbish.
- Do not misuse or damage furniture or equipment.

## ID cards

- UAL students and staff should carry their UAL ID with them at all times and show it when asked.
- Visitors should show their booking confirmation email when asked.
- A valid UAL ID or library membership card is required to borrow items. A valid UAL ID is required to gain access for Library Services Night Opening.
- Do not lend your ID to anyone else.

## Observing copyright legislation

- In using printing and copying facilities, you agree to follow UK legal guidelines on display in Library Services.

## Health and safety

- Please observe [UAL health and safety](#) regulations e.g. by keeping spaces clear - do not trail wires across the floor or leave belongings in walkways.
- Please observe current [UAL guidance on Coronavirus](#).
- Please leave immediately on hearing the fire alarm or when asked to do so in an emergency.

## Looking after your belongings

- You are responsible for your belongings and valuables. To avoid theft, please keep them with you at all times.

## Bookings

- Space and visitor bookings are limited. At times of high demand we reserve the right to limit the amount of visits per person/institution to ensure fair access.

## Further information

[Library User Rights and Responsibilities](#): Using Libraries, Archives and Special Collections Centre(ASCC) and Learning Zones

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](#)