Code of Conduct for Library Services Users

Consideration for others
Please behave considerately and respect others working in Library Services spaces.

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 by Library Services staff. Please help us to keep Library Services spaces clean and tidy by throwing away or recycling your rubbish.

ID cards
You should carry your UAL ID card with you at all times and show it when asked. A valid ID is required:
- to borrow items
- to gain access to UAL buildings and 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 by keeping spaces clear e.g. do not trail wires across the floor or leave belongings in walkways. You must leave immediately on hearing the fire alarm or when asked to in an emergency.

Looking after your belongings
You are responsible for your belongings and valuables. Keep them with you with you at all times, to avoid theft.

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
Complaints Policy
Policy for Minor Misconduct

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