Library Services Code of Conduct

Your responsibilities:

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.
- Please help us to keep the library clean and tidy by throwing away or recycling your rubbish.

ID cards

- You should carry your University ID with you at all times and show it when asked.
  
  A valid ID is required:
  - to borrow items
  - to gain access to UAL 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 evacuate immediately the alarm goes off.

Looking after your belongings

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

Guidelines for using Library Services: 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