Code of Conduct

OVERVIEW AND PURPOSE

- Library Code of Conduct pursuant to Regulation 28 of the University of Sussex
- University of Sussex Regulation 28 – The Library
- To outline Code of Conduct for Library users

SCOPE

- This policy relates to all Library users
- The policy applies to all conduct within the Library

RESPONSIBILITIES

- The policy is the responsibility of the Director of Library Services and applies to all Library users
- Adherence to the Library Code of Conduct is a requirement of membership and use of the Library. Failure to abide by this Code of Conduct may result in sanctions or disciplinary action being imposed or instituted under the terms of Regulation 28.

POLICY

1. Pursuant to Regulation 28 of the University, the Librarian makes the following Library Code of Conduct.

2. We want users to get maximum benefit from the service we provide. The Library’s staff seek to provide an enjoyable and pleasant environment, which positively contributes to everybody’s ability to study.

3. Adherence to the Library Code of Conduct is a requirement of membership and use of the Library. Failure to abide by this Code of Conduct may result in sanctions or disciplinary action being imposed or instituted under the terms of Regulation 28. We ask that all our users conduct themselves in the following ways.

4. Behaviour

- Treat those using and working in the Library with courtesy and respect.
- Please respect the designated silent and quiet zones.
- Mobile phones and other devices should be in silent mode unless in closed corridors or stairwells (these areas are clearly marked).

5. Health & Safety

- You must take responsibility for your own health and safety when in the Library and do not endanger the safety of others, for example, by the use of trailing cables etc.
- You must leave promptly if a fire alarm sounds.
• Children under 14 must be accompanied by a responsible adult at all times and must not be left unattended.

6. Security

• Do not leave your personal belongings unattended: they will be considered a security risk and may be removed.
• If the security alarm sounds when you leave the Library, you must go to the Information Hub or Reception Desk so that the trigger for the alarm may be investigated.
• You must produce your Library ID card for examination on request by Library or security staff.
• If asked to provide proof of age, you must do so.

7. Space

• Allow others to work undisturbed, respecting the designated silent and quiet zones.
• Do not reserve study spaces or computers; for example, by leaving belongings there when you have left the area.
• Do not unplug any Library equipment.
• Leave study spaces tidy and dispose of any rubbish.

8. Food & drink

• The Librarian may allow food to be consumed in certain areas of the Library. You may only eat in those areas described by the Librarian.
• You must not eat food which might disturb other users; for example, no hot or strong smelling food, or food in packaging that might make a noise.
• You must use a lid on any drinking cup.
• You must dispose of all left over food and drink and any packaging in the bins provided.
• You must ensure that you leave the area where you have consumed food or drink clean and tidy.

9. Library transactions

• Treat all Library materials with respect and help us to maintain them in good condition for the benefit of all Library users.
• You must not write on, highlight or underline (even using a pencil), any Library materials.
• You must return items when required to do so.
• You must pay any outstanding fines or charges.
• It is your responsibility to ensure that all materials are properly issued to you before you leave the Library.
• You are responsible for all materials issued to you; damaged items must be paid for.
• You must abide by the relevant Copyright Laws: these are summarised on posters located next to all photocopiers.
• Do not lend your Library card to anyone else.
**Policy title:** Code of Conduct

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**Approving body:** Senate

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**Next review date:** June 2020

**Related internal policies, procedures, guidance:** [http://www.sussex.ac.uk/ogs/govdocuments/regulations](http://www.sussex.ac.uk/ogs/govdocuments/regulations)

**Policy owner:** The Library

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