Code of Conduct

We aim to create an environment in the Library that is conducive to study and research. Therefore, we ask users to follow a few simple rules that will benefit everyone.

**Respect** the personal space, privacy and personal boundaries of other users.

Anyone using the Library should have a valid **ID card**, since it will be needed to enter the Library and to borrow books.

Anyone using the **Assistive Technology Area** should be **registered with the Disability Support Services**.

Apart from bottled water, **food and drink** are not allowed.

The Library should be a quiet place for study. **Noise** that disturbs others will not be tolerated, including the use of mobile phones. **Take your conversations outside**.

No Library materials should be removed from the Library **without authorisation**. Library staff reserve the right to inspect bags if the alarm sounds at the exit gate.

Disciplinary action will be taken against anyone caught **damaging Library materials**, equipment or furniture.

Do not leave **personal belongings** unattended, and keep bags clear of walkways.

If the **fire alarm** rings continuously, the Library must be evacuated immediately. Library staff will direct people to the nearest fire exit, and everyone should comply with their instructions.