

CODE OF CONDUCT FOR USING THE LRCs 2010/11

We have drawn up this Code of Conduct at the request of students to help make the LRCs a safe and welcoming place to work, learn and study.

Consideration for others

Users must at all times behave considerately and show respect towards students and staff working in the LRCs.

Mobile phones

Please switch your phone to silent or vibrate when you enter the LRC. Using a phone can be very disruptive to others and should only be used in the appropriate zone and never in the Silent zone.

Eating

We ask that food is only consumed in designated areas. Meals should ideally be eaten outside the LRCs as the smell and litter can be unpleasant to others.

Drinking

You may drink non-alcoholic beverages anywhere in the LRCs but please dispose of litter in bins provided.

Clean and tidy

Please help us to keep the LRCs clean and tidy by keeping rubbish to a minimum and placing it in the recycling bins provided.

Talking

Please work quietly at all times, even when working in groups. You should observe the silence rule in designated silent study areas.

Carrying ID

You should carry your University ID with you at all times and be prepared to show it on request. Please do not lend your ID to anyone else. Current and valid University ID is essential to gain access for all overnight opening, to enter the Nightingale Centre during the day and to borrow Library stock.

Using PCs

Please only use LRC PCs for coursework and avoid games and social networking sites. Please fully vacate your study place and logout of your PC when taking a break.

Studying

Please ensure that you observe the various LRC zones. Areas are zoned for different types of study and each LRC has group work areas as well as areas for quiet and silent study. There are also Group Study Rooms which you can book online to work in small groups.

Using laptops

We ask that you observe safety regulations by not trailing wires across the floor as this can be a trip hazard. You should not connect your laptop to any other University equipment unless in Group Study rooms.

Looking after your belongings

You should keep your belongings and your valuables with you at all times. Please do not leave them unattended.

Observing copyright legislation

Please read the guidelines and advice on display in the LRCs before making photocopies, printing or scanning. You should at all times comply with the Library Rules and Regulations which are available on the Information Services webpages and displayed within each LRC.