

Library Code of Conduct

The Library Code of Conduct exists to protect the rights and interests of all users, and to enable the Library to carry out its main functions of supporting study, teaching and research, as effectively as possible. The Library seeks to provide a safe, secure and comfortable study environment for all its users. All Library users are expected to acquaint themselves with, and observe this code. It has been devised to complement, and is consistent with, the 'University Code of Conduct'*

LIBRARY USERS HAVE A RESPONSIBILITY:

1. **Not to steal, remove, conceal or use without authority any item of Library property.**
2. **Not to vandalise, damage, deface or otherwise abuse any item of Library property.**
3. **To carry valid identification.** UL registered students and staff should possess a valid University ID card, which is strictly non-transferable. Non-registered users may access the Library under certain conditions. The latter should produce some form of identification. Security and Library staff reserve the right to request identification from users.
4. **To observe fire exits. Comply with any instructions or directions issued by Library or Security staff in relation to emergency evacuation procedures.** It is deemed an offence by the University to fail to vacate an area or go to any area when properly and lawfully requested to do so in circumstances that endanger life or property.
5. **To maintain a quiet environment in the Library.** Do not engage in any loud, disorderly or antisocial behaviour that is likely to disrupt or offend other Library users or staff. Library study rooms are available for quiet group work for academic purposes only. They are not intended for recreational or scheduled teaching purposes. Open study areas should observe strict silence.
6. **To silence mobile phones upon entering the Library.** Any noise created by the deliberate use of a mobile phone will result firstly in a warning and, thereafter, repeated offences will incur a fine(s).
7. **To refrain from smoking, eating or drinking** (except for non-alcoholic bottled drinks) in the Library. Deposit any litter in the waste bins provided.
8. **Not to leave personal property unattended in the Library building.** The Library accepts no responsibility for any personal property stolen, mislaid or left in the building.
9. **To remove all belongings when vacating a reading place.** If not, Security staff may remove them. A reading place will be considered vacant after a 15-minute absence. **A seat booking system is in place during peak periods of each semester.**
10. **To be courteous and respectful to Library and Security staff at all times** in the performance of their duties. Comply with any reasonable instructions or directions issued by staff at all times. **Show respect and consideration to other Library users too.**
11. **To notify a member of Library or Security staff immediately of any suspicious or unacceptable behaviour observed in the Library.**
12. **To comply with Government legislation and any specific University regulations and/or guidelines governing health & safety and equality issues.**

Any breach of this Code may be met with penalties, which may include withdrawal of services and/or fines. Other penalties may be imposed where appropriate, as determined by the Director of Library and Information Services. Violations of this Code, in some circumstances, can be referred to the University's Appraisal or Disciplinary Committees. All members of the campus community undertake, upon registration, to abide by the above Code of Conduct, and any other Codes issued by the University, as published in the *Student Handbook – see <http://www.ul.ie/studentservices/student-handbook.htm> (Appendix 3)

THANK YOU FOR YOUR CO-OPERATION