

## Library Code of Conduct

To ensure everyone using the Library is able to make the best possible use of our services and resources, we ask that you:

### ALWAYS:

- Treat fellow users and all University staff with respect & courtesy at all times
- Carry your Keele card and be prepared to show it to staff on request
- Ensure your loans are issued correctly at the Library counter or via self-service
- Return any loans requested by other users to avoid fines and return all your loans before you leave
- Use Group Study if you wish to discuss your work
- Respect Silent Study Areas by using them as intended
- Be willing to share study tables if asked to do so by other users or staff
- Be prepared to give up a designated 'priority seating' PC for a user with a disability
- Use the Campus Library Refreshment Area to eat hot, smelly, or messy food
- Tidy up and leave study spaces as you would expect to find them
- Abide by copyright legislation currently in force in the UK and the appropriate licences for the Library's subscribed digital resources

### BUT PLEASE DO NOT:

- Let anyone else use your card as you are responsible for all loans taken out on it up to the point it is reported as lost or stolen
- Damage or deface any Library property or resources
- Smoke or vape in the Library
- Bring alcohol into the Library
- Eat any hot, smelly or messy food in the study areas
- Make or take calls in Silent Study areas
- Try to reserve seats in either the study areas or PC suites
- Leave any personal items unattended at any time as we cannot take responsibility for their loss or for any damage to them

### BE AWARE THAT:

Any member of staff on duty can require users to withdraw from the Library if they judge that they are unwilling to abide by any aspect of the code of conduct.

We may refer alleged infringements of the code for investigation in accordance with relevant University regulations. If the breach of a regulation is proven, disciplinary committees can impose a wide range of penalties.

Unreturned Library loans and unpaid Library fines constitute a debt to the University, which will seek their recovery in accordance with the University's financial regulations.

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