Library and Computer Room Code of Conduct

Respect your study environment

- Treat staff and other students with dignity, courtesy and respect.
- Anyone under the age of 18 must be supervised at all times by a parent or guardian who is a member of the university, unless enrolled on a UoB or UBIC course.
- Keep your belongings with you at all times. You are responsible for keeping them safe.
- Choose the appropriate area for your studies. If you want to work together, use one of the group study areas. You will be asked to move or leave if your behaviour disturbs others.
- Bottle water is allowed in libraries and computer room, but not food or hot drinks.
- Alcohol must not be consumed in libraries or computer rooms. Smoking and vaping is prohibited in all university buildings.
- You may not bring animals, other than assistance dogs, into libraries or computer rooms.
- Filming or surveying users is not permitted, unless organised in advance with the Library Manager and in accordance with GDPR.

Using library resources

- If you are a student or member of staff, carry your unicard with you as you need it to borrow resources and access libraries and computer rooms. Please show it when requested by a member of staff. You are responsible for all items issued to you. Do not lend your card to anyone else.
- If you are an external library member, carry your library card with you to borrow resources within core library hours. Please show it when requested by a member of staff. You are responsible for all items issued to you. Do not lend your card to anyone else.
- Only take resources out of the library that you have borrowed. Remember to return or renew them on time to avoid fines.
- Treat library property with respect. You will be charged for lost, stolen or damaged items.
- Check your university email account regularly for library notices about reservations available or items that need to be returned.
- Remember the library's online services are for academic use only and must not be used for any commercial purpose.
- Always follow copyright law.

Using IT resources

- Abide by the University of Brighton IT Regulations.

Keep yourself and others safe
• Keep aisles, stairs and fire exits clear at all times.
• Avoid causing trip hazards with trailing wires or bags.
• If the fire alarm sounds, please leave the library or computer room immediately by the nearest fire exit. Do not use the lifts.

**Further information**

Failure to comply with these guidelines may cause action to be taken against you in accordance with the University of Brighton Student Discipline Procedure.

Remember the staff are here to help if you have any concerns.