

ual:

Library Services Code of Conduct

These are our expectations of all users of UAL Library Services spaces.

Consideration for others

Please behave considerately and respect staff and others working in Library Services spaces, and throughout University of the Arts buildings.

The environment

- There are group, quiet, and silent areas. Please use them appropriately.
- Please switch your phone to silent when you enter the quiet zones.
- Eating and drinking is allowed in designated areas only. Check individual sites for details.
- Please do not use wet paint, sprays or glues in Library Services spaces.
- Please clear up your workspace / log off computers when you have finished or when you take a break. If you leave your items they may be moved.
- Please help us to keep the library clean and tidy by recycling or throwing away your rubbish.
- Do not misuse or damage furniture or equipment.

ID cards

- UAL students and staff should carry their UAL ID with them at all times and show it when asked.
- Visitors should show their library booking confirmation email when asked.
- A valid UAL ID or library membership card is required to borrow items.
- A valid UAL ID is required to gain access for Library Services Night Opening.
- Do not lend your ID to anyone else.

Observing copyright legislation

- In using printing and copying facilities, you agree to follow UK legal guidelines on display in Library Services.

Health and safety

- Please observe [UAL health and safety](#) regulations e.g. by keeping spaces

clear - do not trail wires across the floor or leave belongings in walkways or fire exits.

- Please leave immediately on hearing the fire alarm or when asked to do so in an emergency without stopping to collect belongings.

Looking after your belongings

- You are responsible for your belongings and valuables. To avoid theft, please keep them with you at all times.

Bookings

- Space and visitor bookings are limited. At times of high demand, we reserve the right to limit the amount of visits per person/institution to ensure fair access.
- Visitors agree to abide by this [UAL Library Service Code of Conduct](#) at the point of booking.

Further information

- [Library User Rights and Responsibilities](#): Using Libraries, Archives and Special Collections Centre(ASCC) and Learning Zones

Library Services complies with the:

- [University Student Charter](#)
- [Disciplinary Code for Students](#)
- [IT Network and Acceptable Code of Use Policy](#)
- [UAL Health and Safety Policies](#)

Document Owner – Customer Service Group

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