

Code of Conduct Library Services

September 2019, Goldsmiths, University of London

Consideration for others

- Please behave considerately and respect others working in Library spaces.

The Environment

Study Zones - To accommodate different preferences, we have different zones you can use according to your study needs. These are Social Study, Individual Study, Supported Study and Silent Study. Different rules relating to mobile phone use, conversation and food/drink apply to each zone. Please use them appropriately.

Social study: the use of devices is permitted with headphones, mobile phones, conversation, food and drink are allowed. This zone is located on the Ground Floor of the Rutherford Building.

Individual Study: the use of devices is permitted with headphones, mobile phones should be on the silent setting, drinks with lids and cold snacks are allowed, minimal conversation.

Supported Study: the same rules as individual study apply with the following exceptions- food and drink are not permitted in the Special Collections Reading room and lecturers/support workers may discuss work with students.

Silent Study: the use of devices is permitted with headphones, mobile phones should be on the silent setting, no food or drink or conversation is allowed.

- Smoking and the use of e-cigarettes are not permitted
- Alcohol or being under the influence of alcohol is not permitted.
- Rubbish should be deposited in the recycling bins located throughout the building.
- Please do not use wet paint or sprays in Library Services spaces.
- Please use the makerspace in line with the guidelines
- Please clear up your workspace / log off computers when you have finished or you take a break.

The library space is open 24 hours a day to support your learning and accommodate different study patterns. For the wellbeing of library users, we don't expect that people will be in the library for prolonged periods of time without a break or that people will sleep in the library.

ID Cards

- You should carry your Goldsmiths student ID with you at all times and show it when requested by Security or Goldsmiths Staff.
- You need a valid ID to borrow items and to gain access to the Library Building. You may be refused entry or not allowed to borrow items if you cannot produce a valid ID card.
- You should not lend your ID card to anyone else.

Health and Safety

- You should observe the Goldsmiths Health and Safety Policy at all times
- You should not cause trip hazards with leads or your belongings
- You should leave immediately if the fire alarm sounds or if asked to do so by any member of Security or Goldsmiths staff.

Looking after your Belongings

- You are responsible for your belongings and should keep them with you at all times to avoid theft.
- Unattended items may be removed by Security or Library staff.

Respecting Library Materials

- All library materials must be treated with care. Any material which is lost, destroyed or damaged will be charged to the person responsible, at a cost determined by the Librarian.
- Please place books and journals used on the trolleys provided after use
- If you set off the security alarm at the turnstiles, you must follow instructions from Security staff.

Copyright

- All users must adhere to copyright law when using Library materials, and must not make unauthorised copies of material in any medium. Please refer to the College's copyright information for further details.

Any Library user in breach of the code of conduct will be approached by Library or security staff who will explain what the problem is. If the issue persists the user may be temporarily

asked to leave the space or the Library, if appropriate. You should leave immediately if asked to do so by any member of Security or Goldsmiths staff.

Document history

Version	Date	Author	Approved
1.0	01/09/18	Nuala McLaren	Library Management Team
2.0	01/09/19	Nuala McLaren	Library Management Team