

boston : college : library

Conduct in the Library

Staff and students have the right to carry out their work and study in the college library without intimidation or aggression from others. This includes verbal abuse, racial harassment and intimidating behaviour. Any such incident will be dealt with under the College's Disciplinary Procedures. This will include the withdrawal of library facilities.

The Library is to be used for the purpose of academic study and research and for the consultation of its collections and associated materials. Any other use must have the explicit permission of the Librarian. At their discretion, library staff may ask users to leave if they are considered to be using the Library or IT facilities for social and recreational purposes.

Computing equipment in the Library must not be used for the creation, display, importation, circulation or storage of offensive material. It is the responsibility of members of the College to familiarise themselves with the relevant legislation and conditions which apply.

At periods of high demand Library staff can, at their discretion, ask users to refrain from the use of social networking sites and watching of videos.

Computers that have been left and or locked for longer than 10 minutes may be assigned to another user at the discretion of Library staff

Library staff do not accept liability for lost work or the late submission of work because of a failure to provide any service due to circumstances beyond its control.

Users are not permitted to consume alcohol on library premises.

Users are not permitted to smoke in the Library.

Food and drink may not be brought into or consumed anywhere within library premises.

Users are expected to assist in maintaining a clean and tidy study environment by disposing of any rubbish in the bins provided.

Users must not engage in conduct to the disturbance of others. Conversation and noise must be kept to a minimum elsewhere. Users must not act disrespectfully or abusively to other users or to members of the Library staff.

Users are not permitted to make telephone calls in the Library. Mobile phones must be switched off or switched to silent in the Library.

Users shall not misuse or damage Library services, materials, property, equipment or premises in any way.

Users must comply with the current UK and EU legislation on copyright, data protection and computer misuse. Users of the Library photocopying services shall read and comply with the notices concerning extents of copying allowable under the Copyright, Designs and Patents Act 1988 and will be held personally responsible by the College for any breach of this Act.

Users are to vacate the Library at closing time and at other times when requested to do so by Library or other College staff. Users must familiarise themselves with the location of emergency exits and leave the Library promptly by the nearest exit in the event of a fire drill or emergency.

All persons leaving the Library shall ensure, before reaching the point of exit, that all Library property in their possession has been duly authorised for removal from the premises.

Library staff may inspect articles left unattended in the library. Users for whom items are obtained through the Interlibrary Loans service shall abide by any conditions imposed on the use of these items.

Personal property is brought into the Library at the owner's risk.

Library staff cannot undertake to locate or transmit personal messages to persons believed to be in the Library.