

STUDENT RELATED POLICY: LIBRARY CODE OF CONDUCT

This policy is annually reviewed to ensure compliance with current regulations

Approved/reviewed by	
Approved by: Chief Operating Officer Reviewed by: College Librarian & Learning Facilitator Manager	
Date of next review	April 2025

This policy and procedure is subject to The Equality Act 2010 which recognises the following Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex, Sexual orientation and Disability

1. Document Control

1.1. Document Details

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Name	Email	Organisation
All Staff	Uploaded to SharePoint	Boston College

INTRODUCTION

Staff and students have the right to conduct their work and study in the College Library without intimidation or aggression from others. This includes verbal abuse, racial or sexual 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 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 videos.
- Computers that have been left 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 or vape in the Library.
- Food and drink may not be brought into or consumed anywhere within the 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 legislation on copyright, data protection and computer misuse.

- 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 people leaving the Library should 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.
- Individual property is brought into the Library at the owner's risk.
- Library staff cannot undertake to locate or transmit personal messages to people believed to be in the Library.