

## **COLLEGE LIBRARY**

### **Code of Conduct**

- The College Library is for **Quiet** Independent Study only. Any student making excessive noise will be asked to leave.
- Any lessons in the Library should also be conducted “quietly”
- Only two students are allowed per table and furniture should not be moved unless agreed by a member of staff.
- **Eating** is not permitted by students at any time in the College Library. Water is the only drink allowed and this should be kept away from computers.
- Mobile phones should not be used for calls in the Library. However, MP3 players/I-pods are allowed with headphones at a suitable volume. Any devices brought into the library should be charged and capable of running off battery.
- The ICT facilities must be used in accordance with the schools E-Safety agreement, in a safe, secure and sensible manner always taking into account legal copyright.
- In the case of a fire alarm (a continuous bell) please leave the College Library in an orderly manner via the nearest fire exit.
- College staff will be informed immediately and appropriate action taken if the Code of Conduct is not adhered to.

The rules exist for the comfort of all College Students. It is your responsibility to use the College Library respectfully.

Please contact me, Mrs C. Symons, or the Student Achievement and Progression Manager, Mrs A. Pipe, if you have any issues with the College Library.

Mrs C. Symons  
Library Supervisor  
Library and Information Centre