

Computing facilities

- University users are required to abide by the regulations for computer use issued by their home institution, which should be read and applied in conjunction with these Library rules and regulations.
- Use of these facilities is subject to a range of legislation including:

Copyright, Designs and Patents Act 1988

Computer Misuse Act 1990

Data Protection Act 1998

Any persons using the computing facilities at the Drill Hall Library agree to the following:

- You agree that your use of the system may be monitored.
- You must not make use of another person's account or allow any use of your own account by any other person.
- You must not view or display any material that is indecent, pornographic, discriminatory, inflammatory or likely to cause offence.
- You must not tamper with any hardware or software that forms any part of the computer facility or install any software onto Library equipment.
- You must not attempt to access any unauthorised sections of the network.
- You must not plug in any equipment, including, but not restricted to, mobile or laptop charging equipment, into the floor boxes in the Drill Hall. Desktop electrical sockets are provided for your use in certain areas of the library. It is particularly forbidden to unplug any running equipment or otherwise interfere with the running of the computer system.
- You may not use the computing facilities to run a business or to otherwise seek to make monetary profit.
- You are asked to note that whilst every effort is made to provide as complete a level of service as is possible, the Library is unable to guarantee a 100% level of availability of its service as this may be affected by various factors outside of our control, such as power outage, building damage or equipment failure.

Contravention of the Library Rules and Regulations

- May require you to leave the Library.
- May render you subject to Disciplinary Action.
- May result in a temporary or permanent withdrawal of access to the Library.
- May render you liable to prosecution.

Feedback

Feedback may be left online at:

<http://campus.medway.ac.uk/library/contacts/index.php>



Drill Hall Library Code of Conduct

IN BRIEF:

Please observe the following:

Carry your valid University ID at all times (no ID no entry)

Do not let any other person use your ID card

Respect staff and other users

Observe noise restrictions

Food may only be consumed in the Archibald Hay Mess

Making/receiving calls on mobile phones is not allowed in the Silent Zone

If you use audio equipment please do not allow it to be audible to others

Endorsed by the campus representatives of the participating institutions and student unions:

Canterbury Christ Church University

Mid Kent College

Universities at Medway Student Association

University of Greenwich

University of Kent

This Code of Conduct has been drawn up to help ensure that the Drill Hall Library is a pleasant and rewarding place to study.

It has been based on feedback from users.

The staff of the Drill Hall are committed to providing a courteous and professional service to all users. In return users are required to abide by this Code of Conduct.

September 2010

Introduction

- Acceptance of the Library Rules and Regulations is implicit in signing the Universities' regulations as part of your registration.
- This Code of Conduct provides an outline of your responsibilities in respect of the Drill Hall Library and should be read in conjunction with the Drill Hall Library Rules and Regulations, which can be found at: <http://campus.medway.ac.uk/library/rules.php>
- It is your responsibility to familiarise yourself with both the Drill Hall Library Rules and Regulations and this Code of Conduct and to observe them.

Your safety and security

- Familiarise yourself with fire escape routes, and leave the building promptly when asked to do so by staff or when an emergency alarm sounds.
- When plugging in laptops please use the desktop power points and avoid trailing leads across walkways.
- The library accepts no responsibility for loss or damage to personal property.
- The library reserves the right to remove items of personal property left unattended.

Identification

- You must carry a valid University ID card/Library card at all times as a form of identification and a means of access to the Library.

It is unacceptable to

- Gain access to the Library by means other than the designated entrance.
- Gain access to the Library by means of a valid University ID card/Library card other than your own.
- Allow someone else to use your University ID card/Library card to gain access to the Library.

Noise

- You must abide by the noise level restrictions of the Library Zone in which you are studying.
 - Silent Zone – no talking
 - Quiet Zone – quiet conversation
 - Group Zone – normal conversation

Smoking, eating or drinking

- The consumption of food in the Library is not permitted except in the Archibald Hay Mess where cold food is allowed.
- Bottled drinks with secure tops are permitted but please report any spillages to a member of staff.
- Smoking is not permitted in any part of the building or within a 5m radius of the building.

Use of mobile phones

- Mobile phones must be set to silent mode in the Library – no ring tones.
- Calls must not be made or received in the Silent Zone.

- Calls made or received in the Quiet and Group Zones should be conducted quickly and quietly.

Use of audio equipment

- Any use of audio equipment, including Library equipment, may only be through headphones at a low volume, and must not be audible to others.

Library transactions

- Items may be removed from the Library only after the appropriate borrowing procedures have been followed.
- No transactions may be undertaken without a valid Library card.
- A Library card may only be used by the person to whom it was issued and whose name appears on it.
- You are liable at all times for any transactions on your card.
- You are responsible for all materials that have been issued to you.
- You are responsible for fines levied at the rate publicised for overdue books.

Anti-social behaviour

- You are required to conduct yourself in a manner appropriate to a study environment and with respect and consideration for other users.

Anti-social behaviour will not be tolerated. This includes:

- Demeaning, abusive, indecent or offensive language or comments.
- Shouting and/or use of aggressive or inappropriate gestures.
- Threatening behaviour.
- Verbal or physical harassment.
- Behaviour that discriminates on the basis of age, disability, gender, race or any other irrelevant distinction.

Use of resources

- Use of electronic information resources (e-journals, e-books and datasets etc) must conform to the copyright regulations indicated by each publisher or supplier.
- Copies of print material can only be made in accordance with the provisions of the Copyright Act (1988), which is displayed by each copier.

Photography and filming

- Taking photographs and filming (including where this facility exists on mobile phones) is not permitted, except with written permission from the Library Manager.

Theft, loss and vandalism

You will be held responsible for:

- The improper removal of all or any part of an item or the mutilation or defacement of Library materials, property and equipment.
- Lost or damaged Library property on loan to, or being used by you.