Polasaí agus Nósanna Imeachta / Policies and Procedures

Code	QA801
Title	Library Code of Conduct
Policy Owner	University Librarian
Date	03 July 2023
Approved By	Library Senior Management Team

1.0 Purpose

Provision of a welcoming, comfortable and safe environment, conducive to learning and research, where everyone is treated with dignity and respect.

2.0 Description

The University of Galway Library seeks to provide all users with a welcoming, comfortable and safe environment that is conducive to learning and research. In order to maintain such an environment, we require that all users follow the Library's Code of Conduct and show respect for the needs of others. The University of Galway Code of Conduct applies to all users of the Library. It is expected that all students and staff are treated with dignity and respect and that all University property and facilities are used appropriately. Violators of the Code may be asked to leave the Library and may be refused future access.

3.0 Library environment

- Users are required to carry their University student or staff ID Card with them to gain entry to the Library. ID Cards must be used only by the person to whom it was issued.
- Instructions of library staff should be followed at all times, and a failure to do so may result in a user being asked to leave the Library, and such user at the discretion of the Library may be refused future access.
- Only drinks in lidded cups or capped water bottles are permitted in the Library. No other food or beverages are allowed. Anyone entering the Library with food or unlidded drinks may be asked to leave.
- Bags may be allowed into the Library at the discretion of Library staff and may be searched on exit.
- The Noise and Mobile Phone Policy must be adhered to in all areas of the Library, in summary mobile phones must be set to silent on entering the Library to ensure a quiet study space for all. Silence must be observed in the Silent Study Zones and a high degree of quietness in other areas. Group Study Rooms are available for group work.

- Places may not be reserved in the Library. Any place left unattended for longer than 1 hour, in peak periods, may be cleared by Library staff or another user, as per the Study Break Policy.
- Smoking is not permitted anywhere within the Library.
- Use of the Library as a filming or photographic location must be approved in advance with the University Librarian's Office.

4.0 Library Safety and Security
- Users are responsible for their personal property at all times and should never leave personal items unattended. The Library is not liable for loss or damage to personal property.
- Animals are not allowed in the Library, with the exception of registered guide dogs.
- Users must not vandalise or damage Library equipment or furniture.
- Users may not enter unauthorised areas of the Library or remain in the Library when the facility is closed to the public.
- Users are required to leave the Library at closing.
- During emergency situations and evacuations all users must follow the instructions of Library Staff and exit the Library immediately.
- Users may not use power sockets in locations where their use leads to trailing flexes and tripping hazards.

5.0 Library Materials
- Library materials or equipment may not be taken from the Library without proper checkout or authorisation. Library materials must be returned on or by the loan due date or upon request by the Library. Fines are charged on overdue items.
- Final year examination results may be withheld until all books on loan have been returned and outstanding fines paid.
- Library materials may not be concealed in the Library for the exclusive use of an individual or group of users.
- Library materials must not be mutilated, defaced or damaged in any way. This includes but is not limited to marking, underlining or writing on pages, removing pages or portion of pages, removing anti-theft devices, or applying sticky notes.
- Use of Library computers is governed by the Information Solutions and Services Student Access to IT Services Policy, the PC Suite Guidelines and by the University's ICT Regulations. Library computers may not be used for any other activities except for those directly relating to research, teaching and learning.
- Electronic resources available through the Library are licensed for non-commercial use by University of Galway staff and students and on-site users for education or research purposes only. Use of these resources are subject to the QA805 E-Resources Usage Policy and use for consultancy or services leading to the

commercial use of the data is not permitted. Moreover, passwords should never be shared.

- Users must observe applicable intellectual property laws and Copyright legislation when photocopying, scanning, photographing, printing or downloading from information resources in print or electronic format.

6.0 Responsibilities

Name (Office or position)	**Responsibility**
University Librarian	Policy Owner
Deputy University Librarian	Implementation of the Code of Conduct policy
All Library Staff	Monitor and Enforce the Code of Conduct policy
All Library Users	Comply with Code of Conduct Policy

7.0 Related Documentation

- [QA805 E-Resources Usage Policy](#)
- [QA810 Noise and Mobile Phone Policy](#)
- [QA814 Study Break Policy](#)
- [QA816 Borrowing and Fines Policy](#)