

# Library Resource Centre and Learning Centre Charter

You are requested to follow these guidelines, which will ensure that everyone gains equal benefit from use of the Centre.

## **We aim:**

- To be friendly and courteous in assisting staff and students
- To offer a safe environment to work in
- To offer the advertised range of services and facilities
- To guarantee confidentiality of personal information
- To respect equal opportunities issues

## **As users of the centre you have agreed:**

- To present your student ID/library card upon request by a member of staff and to show the card each time you wish to borrow library material or use a PC in the centre
- To use responsibly all material/equipment borrowed from, or used in, the centre. You are liable for damage to, or loss of, any material or equipment you use
- Not to lend your student ID/library card to any other person
- To show consideration to other users of the area by keeping noise to a reasonable level and respecting designated quiet study areas
- To abide by the College Internet Users' Agreement
- To return items borrowed on time
- To only use e-mail on designated PCs
- To treat others working in the area with respect. Intimidation or abuse of members of staff or other Centre users will be treated as a serious breach of the College's Disciplinary Code and can lead to suspension or expulsion from the College
- Not to leave your belongings unattended
- To only use college software, DVDs and tapes on Centre equipment

The Centre is a no smoking, eating or drinking area. Please do not use the centre for socialising or for playing (computer or other) games. Please take mobile phones outside the Centre to use.

**Thank you for your co-operation**