

Policy for Professional Conduct in the Library & Computer Rooms

All students are expected to abide by the Library's rules and regulations.

A copy of these rules and regulations can be requested from the Library via email to library@sgul.ac.uk and can be found on the library website, as follows:

<http://library.sgul.ac.uk/using-the-library/library-membership/rules-and-regulations>

Where behaviour is deemed inappropriate, for example, unacceptable noise levels, or the eating of food, the following action will be taken:

1. A member of library or security staff will request that the individual student, or group of students, conduct themselves more appropriately.
2. If a member of library or security staff has reason to approach that individual student, or group of students, a second time, that individual student, or group of students, will be required to show their ID card/s, their name/s will be noted and a conduct report form will be completed for each student.
3. This conduct report form will then be kept on file.
4. Should a member of library or security staff have need to write a second conduct report form on a further occasion for that same individual student, the form will be forwarded to the appropriate course director.
5. In addition to this, the individual student, or group of students, will be barred from the Library for a period of one week, and will receive an email confirming this from the Dean of Students.

Library & Learning Services

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