

Subject:

Student Code of Conduct in the Library and Library Group Study (LGS) Areas

Version:

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Supersedes:

V3-171120

This document is issued and controlled by the Quality Manager. Approval for changes may only be given by the Director or in his/her absence, a nominee appointed by the Director. This is a controlled electronic document, is subject to updates and must not be copied.

These rules are designed to ensure that all Library and LGS users obtain the maximum benefit from the facilities.

At all times, students must also ensure full compliance with the laws of the United Arab Emirates (UAE). This includes the regulatory framework of the Dubai Government's Knowledge and Human Development Authority (KHDA), Dubai Development Authority (DDA) and all other applicable federal or Emirate-level laws.

General:

- To enter the Library or the LGS you must be in possession of a valid Middlesex University ID card and produce it if asked by any member of university staff (including Security Officers).
- You may not use another student's ID for any Library transaction.
- You are responsible for your own property at all times. The Library takes no responsibility for lost or stolen property.
- Books, laptops, and personal possessions may not be left unattended in either the Library or LGS for extended periods of time. Library staff reserves the right to remove items left for longer than 15 minutes in order to provide access for other users.
- Mobile phones must be on silent. No conversations may take place on mobile phones in the Library.
- No devices (laptop, tablet, phone, etc.) may generate noise. Headphones must be used with all devices that are noise-producing.
- Staff and students have the right to carry out their work and study in the Library and LGS without intimidation or aggression from others.
- Food (cold & non-aromatic) and drinks with lids are allowed. However, this is a privilege that is subject to being revoked if students do not demonstrate respect for others using these spaces (and for Library staff) by using the rubbish bins to dispose of wrappers.
- In respect for other Library users, students are asked to leave the study area they have used (carrel, computer station, LGS room) clean and tidy.
- Reference books and un-borrowed materials are to be returned to the book sorting cart located near the book stacks. Students should not return books to the shelves.

- You may not remove any materials from the Library without authorisation. Failure to observe this may lead to the suspension of borrowing facilities.
- Items borrowed on one person's card must not be transferred to another person. You are responsible for all items on your card at all times.
- All resources, including loanable laptops, must be treated with care. Anything which is lost, destroyed, or damaged beyond repair must be paid for by the person who has the material checked out.
- Students found damaging Library or LGS property, stealing, or defacing Library materials and/or space will be subject to University disciplinary procedures.
- You must comply with all data protection and copyright laws, and related University regulations.
- Any outstanding fines and other charges may result in Library privileges being withdrawn until payment is made.
- As per Dubai Civil Defence mandate, users must observe the LGS room capacity restrictions posted on each LGS study room.
- Photography. Filming, and / or recording may only be done in the Library and / or LGS with required prior approvals.

Noise in the Library and LGS:

In order to achieve our goal of providing study space for a variety of needs, two different types of study areas have been created in the Library and the LGS. Library staff endeavour to ensure that students behave appropriately in accordance with the zone designations:

- Silent Study zone. No talking or whispering, no mobile phone noise, individual study only.
- Group Work zone. Group work allowed, no mobile phone use allowed, quiet voices only.