

LRC CODE OF CONDUCT

The University of Chichester is dedicated to its Commitment Charter which details the relationship between the University and its students, with rights and obligations flowing both ways. It includes the promotion of an active learning and teaching community, the respecting of each other's rights, and a commitment to be professional and responsible. The Charter is supplemented by our online Student Handbook and this LRC code of conduct.

- All users of the LRC are required to conduct themselves appropriately, be considerate to others and comply with any instructions from staff, including the production of a campus card if requested.
- Visitors should make themselves known at the SIZ counter and sign the visitors' book.
- The main LRC areas are zoned for different modes of study - quiet study, silent study, or group study. Please observe the zones and respect the rights of those who wish to use the facilities for quiet or silent study.
- Anti-social behaviour towards other users or staff will not be tolerated. This includes verbal or physical intimidation, use of abusive or discriminatory language or failure to follow reasonable instructions from staff. Cases of misconduct will be dealt with under the university's disciplinary procedure.
- Alcohol may not be consumed in the LRC and hot food can only be eaten on the ground floor at each campus. All rubbish must be put in the bins provided.
- All users must follow the University's Computer Code of Conduct. Sound should not be used on laptops or any other equipment without earphones.
- Users must respect LRC property including resources, equipment and furnishings.
- Users are asked to take care of their own belongings within the LRC buildings and keep them secure and attended at all times. Articles left at closing time will be cleared away and placed in the lost property box behind the SIZ counter.
- Under no circumstances may items be removed from Library premises unless an appropriate loan transaction has been completed. If items cannot be issued through the self-service kiosk, please take them to the SIZ counter. A security system is in operation in both LRCs; if the alarm is activated please return to the SIZ desk.
- In respect of damage, defacement or unauthorised removal of library property, the Director of Learning and Information Services shall have the power, where s/he deems it to be necessary and appropriate, to suspend access to library resources.
- Users must vacate the building when the fire alarm sounds or when requested to by LRC and/or security staff.
- Staff may use their judgement in addressing any conduct not specifically outlined by this policy.

Failure to comply with any aspect of the Code of Conduct could result in disciplinary action within the University, and also in some cases to legal proceedings.

