

LIBRARIES AND ICT LABS IN THE NATIONAL TEACHERS' COLLEGES

A CODE OF CONDUCT



1 Introduction



This code of conduct is a set of rules outlining the norms and responsibilities for the users of the libraries and ICT labs in the NTCs. As an institution, we ask you to follow the guidelines explained below.

Please note that the code of conduct applies to all users, including staff members, students and external users.











2 Rules and regulations for the use of libraries and ICT labs

To provide an environment conducive to study and learning, you are requested to comply with the following responsibilities.

Users of the libraries and the ICT labs are requested to behave courteously and with respect to other users and staff at all times. Disturbance of other users and staff will be treated seriously.

As a user, you should:

	Refrain from violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language.
	Treat all property with respect: <ul style="list-style-type: none">* Any theft or attempted theft of NTC property or other user's property will be treated seriously* Writing or scoring in or causing damage to any book, journal or other item is strictly forbidden. Anyone damaging material in any way may be required to replace the damaged item with a new copy (or equivalent price +20%)

	* Tampering with or causing damage to any computer or other equipment is strictly forbidden. Anyone damaging equipment may be required to replace the damaged item
	Refrain from smoking in or near the libraries. The NTC has a no smoking policy which should be observed at all times.
	Vacate the premises at closing times and when asked to by a member of the NTC staff or representative.
	Show your membership card to any member of NTC staff or their representative on request.
	Observe noise restrictions in designated areas, especially in the silent study areas of the libraries. Noise should be kept to a minimum in all other areas. If you are disturbed by a breach of this regulation you should inform staff as they may be able to help.
	Refrain from reserving individual open access work spaces. Items left in a study space for a length of time may be removed by staff in order to free up space for other users.
	Refrain from consuming food, except in refreshment areas. In the library and ICT labs, no food and drinks are allowed, except bottled water.
	Refrain from bringing bags, briefcases, jackets or other containers into the library and ICT labs, these items can be left at the entrance.
	Switch mobile phones to silent or vibrate mode and keep conversations to a minimum to avoid disturbing others. Mobile phones should never be used for conversations in silent study areas.
	Refrain from placing posters, signs, adverts or notices on any surface other than authorised notice boards.
	Books consulted within the library should be left on the tables or returned to the library staff. Shelving is the strict responsibility of the library staff.

In addition, you are expected to:

- Clear study spaces after use in order to leave them tidy for the next user.
- Look after personal belongings that you bring into buildings. You are responsible for the safety and security of your equipment. The NTC does not accept responsibility for loss or damage to personal belongings.
- Look after the library collection and equipment in the ICT labs. Security personnel and library staff is allowed to ask you for a security check when leaving the premises. If you see something suspicious, you are to inform the NTC staff.
- Respect the guidelines for internet usage. Some websites can be restricted. Ask the library or ICT staff for more information or guidance.
- Booking of seats and computers is not allowed
- Disrespect of library staff is prohibited

Failure to comply with these responsibilities, whilst not resulting in direct action, will cause inconvenience to other users.

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